



TOWN OF CHARLESTOWN

TOWN OF CHARLESTOWN

Fiscal Year 2023-2024

**TENTATIVE BUDGET ADOPTED FOR PRESENTATION AT
THE BUDGET PUBLIC HEARING**

April 10, 2023

**FOR PRESENTATION AT
THE BUDGET HEARING**

May 8, 2023

7:00 P.M.

Town Council

Deborah A Carney, President
Rippy Serra, Vice-President
Susan J. Cooper
Grace F. Klinger
Stephen J. Stokes

Budget Commission

Richard J. Sartor, Chairman
Linda H. Philips, Vice-Chairman
Gregory J. Plunkett, Secretary
Paula A. Andersen
Timothy P. Kenefick

Ex-Officio Members

Susan J. Cooper, Town Council Liaison
Jeffrey S. Allen, Town Administrator
Irina M. Gorman, Town Treasurer

FISCAL YEAR 2023-2024 BUDGET INDEX

INTRODUCTION & EXHIBITS

Department comparison to Prior Year	Page 1
-------------------------------------	--------

GENERAL FUND REVENUES

Revenue & Expenditure by Category charts	Page 2
Revenue Summary (Spreadsheet)	Page 3
Revenues (Spreadsheet)	
310 - Tax Revenue	Page 4
320 - Intergovernmental Revenue	Page 4
330 - Public Record Revenue	Page 4
340 - Department Revenue	Page 4
350 - Miscellaneous Revenue	Page 4-1

GENERAL FUND EXPENDITURES

Expenditure Summary	Page 5
Expenditures (Spreadsheet)	Page 6
410 - Town Council	Page 6-1
420 - Town Administrator	Page 6-2
430 - Board of Canvassers	Page 6-3
435 - Finance Director	Page 6-5
440 - Treasurer	Page 6-6
Expenditures (Spreadsheet)	Page 7
445 - Information Technology	Page 7-1
450 - Tax Assessor	Page 7-3
455 - GIS	Page 7-7
460 - Tax Collector	Page 7-9

Expenditures (Spreadsheet)

- 470 - Town Clerk
- 480 - Town Planner
- 490 - Central Services

Page 8

- Page 8-1
- Page 8-3
- Page 8-5

Expenditures (Spreadsheet)

- 510 - Police Department

Page 9

- Page 9-1

Expenditures (Spreadsheet)

- 520 - Building Inspector
- 530 - Emergency Management
- 540 - Animal Control

Page 10

- Page 10-1
- Page 10-3
- Page 10-6

Expenditures (Spreadsheet)

- 560 - Public Assistance
- 570 - Municipal Court
- 610 - DPW Administration
- 620 - DPW Highway & Roads

Page 11

- Page 11-1
- Page 11-2
- Page 11-3
- Page 11-5

Expenditures (Spreadsheet)

- 630 - DPW Building & Grounds
- 640 - CRCC Mandated Monitoring
- 660 - Waste Water Management

Page 12

- Page 12-1
- Page 12-4
- Page 12-5

Expenditures (Spreadsheet)

- 720 - Outside Agencies
- 730 - Local Agencies
- 740 - Boards & Commissions
- 780 - Chariho Education

Page 13

- Page 13-1
- Page 13-2
- Page 13-3
- Page 13-5

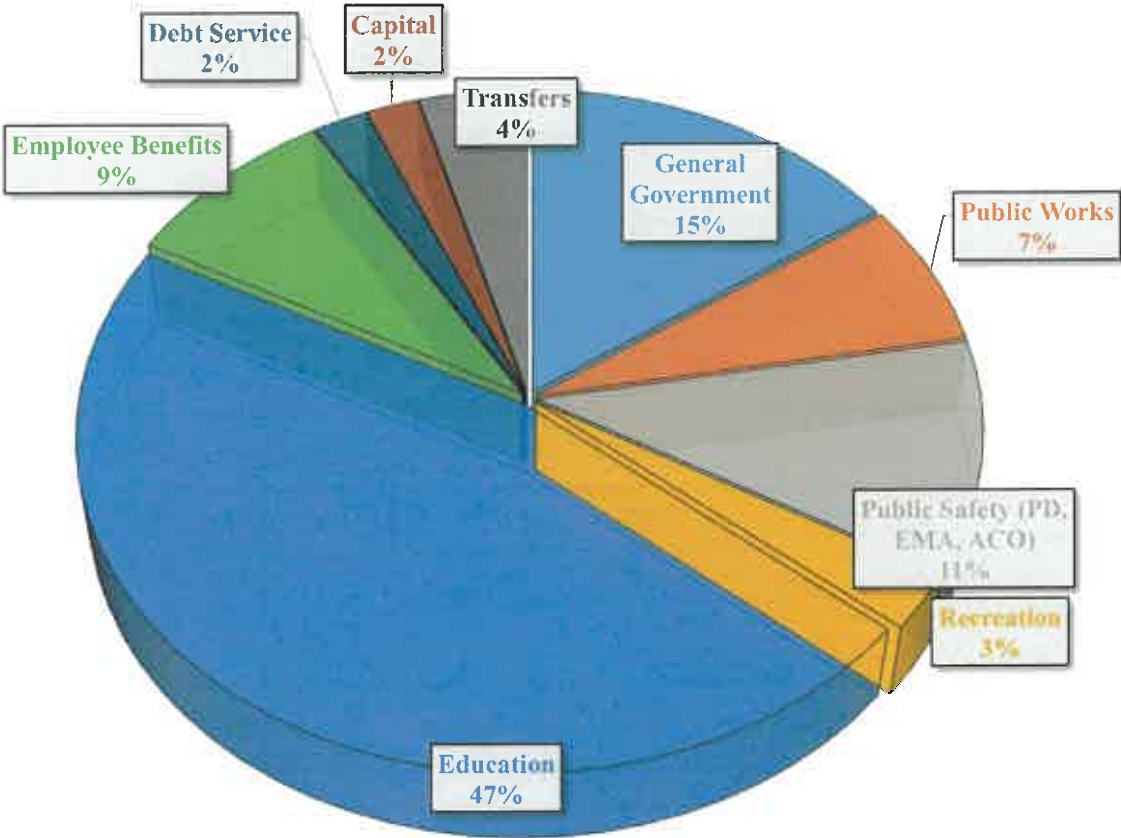
Expenditures (Spreadsheet)	Page 14
800 - Senior Center/Community Center	Page 14-1
810 - Recreation Administration	Page 14-4
 Expenditures (Spreadsheet)	 Page 15
815 - Recreation Programs	Page 15-1
820 - Charlestown Town Beach	Page 15-5
830 - Ninigret Park	Page 15-9
 Expenditures (Spreadsheet)	 Page 16
850 - Blue Shutters Beach	Page 16-1
900 - Debt Service	Page 16-5
 Expenditures (Spreadsheet)	 Page 17
920 - Employee Benefits	Page 17-1
940 - Professional Services	Page 17-3
950 - Town Insurance	Page 17-4
960 - Council Contingency	Page 17-5
 Expenditures (Spreadsheet)	 Page 18
990 - Capital Transfers & Improvements	
Five-Year Capital Expense (spreadsheet)	Page 18-1
 Expenditures (Spreadsheet)	 Page 19
995 - Transfers Out	Page 19-1
 <u>ENTERPRISE FUNDS</u>	
05 - Residential Collection Center	Page 20
06 - Coastal Pond	Page 25

Dept. Number	Department Name	FY 2023 Approved Budget	FY 2024 Requested Amount	FY2024 Budget Commission	FY2024 Town Council	\$ Change from Prior Year Budget	% Change from Prior Year Budget
410	Town Council	34,835	34,880	34,880	34,880	45	0%
420	Town Administrator	224,817	235,170	228,877	200,677	(24,140)	-11%
430	Board of Canvassers	73,297	37,490	37,490	37,490	(35,807)	-49%
435	Finance Director	-	-	187,000	187,000	187,000	100%
440	Treasurer	296,529	311,565	310,665	310,665	14,136	5%
445	Information Technology	276,998	253,939	253,939	253,939	(23,059)	-8%
450	Tax Assessor	177,078	198,217	187,767	187,767	10,689	6%
455	GIS	117,664	125,264	124,164	124,164	6,500	6%
460	Tax Collector	147,146	153,315	153,315	153,315	6,169	4%
470	Town Clerk	233,615	244,658	244,658	248,743	15,128	6%
480	Town Planner	163,383	168,837	164,837	164,837	1,454	1%
490	Central Services	404,376	480,844	480,844	480,844	76,468	19%
510	Police Department	2,984,463	3,112,072	3,057,071	3,057,071	72,608	2%
520	Building Inspector	319,936	339,288	339,288	339,288	19,352	6%
530	CEMA	79,900	102,446	96,446	96,446	16,546	21%
540	Animal Control	116,864	140,204	146,394	146,394	29,530	25%
560	Public Assistance	6,051	6,088	6,088	6,088	37	1%
570	Municipal Court	9,870	9,964	9,964	9,964	94	1%
610	DPW Administration	189,228	196,226	196,226	196,226	6,998	4%
620	DPW Highway & Roads	1,204,377	1,274,305	1,254,305	1,244,305	39,928	3%
630	DPW Building & Grounds	368,667	433,858	433,858	433,858	65,191	18%
640	CRCC Mandated Monitoring	12,792	13,500	13,500	13,500	708	6%
660	DPW Wastewater Management	140,732	177,578	172,919	172,919	32,187	23%
740	Boards & Commissions	35,900	42,885	42,885	42,885	6,985	19%
800	Senior Center/Community Center	134,030	153,620	149,785	149,785	15,755	12%
810	Recreation Administration	213,560	225,224	252,562	252,562	39,002	18%
815	Recreation Programs	153,389	155,885	155,885	155,885	2,496	2%

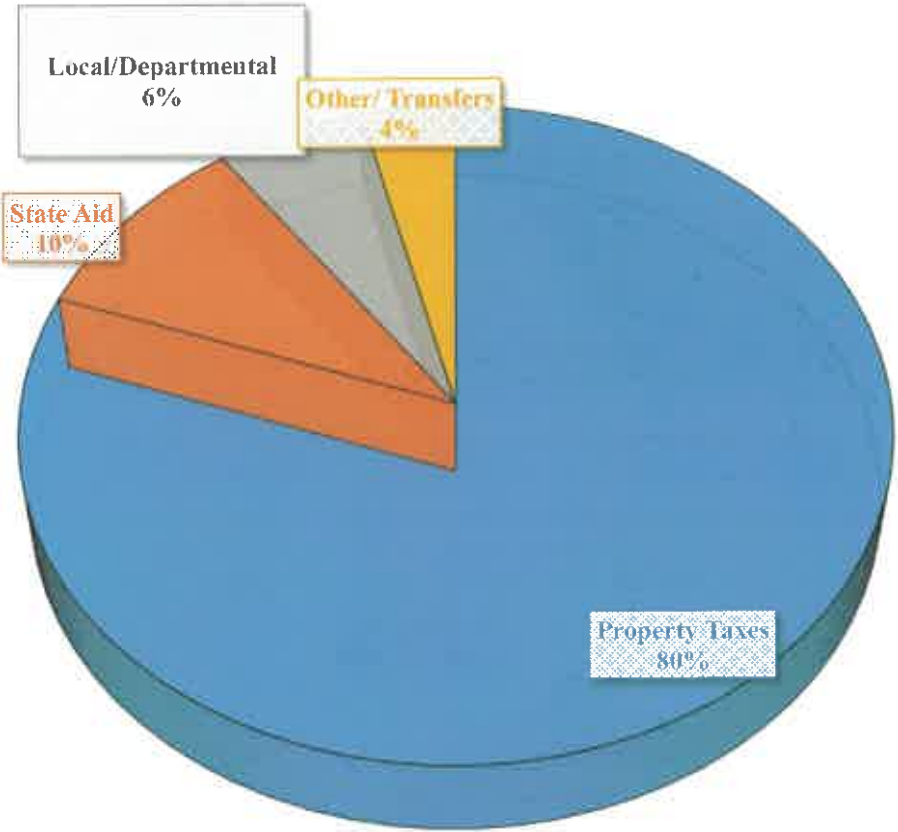
Dept. Number	Department Name	FY 2023 Approved Budget	FY 2024 Requested Amount	FY2024 Budget Commission	FY2024 Town Council	\$ Change from Prior Year Budget	% Change from Prior Year Budget
820	Charlestown Beach	170,182	164,851	164,851	164,851	(5,331)	-3%
830	Ninigret Park	50,436	63,740	53,740	63,740	13,304	26%
850	Blue Shuttles Beach	172,417	163,371	163,371	163,371	(9,046)	-5%
900	Debt Service	642,583	637,396	637,396	637,396	(5,187)	-1%
920	Employee Benefits	2,550,657	2,568,708	2,578,531	2,578,531	27,874	1%
940	Professional Services	273,160	262,760	262,760	266,760	(6,400)	-2%
950	Town Insurance	322,884	367,867	367,867	367,867	44,983	14%
960	Council Contingency	50,000	50,000	50,000	100,000	50,000	100%
Subtotal Department Budgets		12,351,816	12,906,015	13,014,128	13,044,013	692,197	6%
720	Outside Agencies	24,500	25,000	25,000	25,000	500	2%
730	Local Agencies	629,712	863,066	863,066	863,066	233,354	37%
Subtotal Outside Agencies		654,212	888,066	888,066	888,066	233,854	36%
990	Capital Improvements	1,217,431	746,138	566,305	621,305	(596,126)	-49%
995	Transfers Out	837,474	1,530,926	1,356,926	1,272,041	434,567	52%
Subtotal Capital and Transfers Out		2,054,905	2,277,064	1,923,231	1,893,346	(161,559)	-8%
Total Municipal Budget		15,060,933	16,071,145	15,825,425	15,825,425	764,492	5%
780	Chariho School	13,879,020	14,225,437	13,933,732	13,933,732	54,712	0%
Total School Budget		13,879,020	14,225,437	13,933,732	13,933,732	54,712	0%
Grand Total Municipal & School		28,939,953	30,296,582	29,759,157	29,759,157	819,204	3%

TOWN OF CHARLESTOWN
FISCAL YEAR 2023 - 2024

FY24 EXPENDITURES BY CATEGORY



FY24 REVENUES BY CATEGORY



TOWN OF CHARLESTOWN
Fiscal Year 2023 - 2024
REVENUE SUMMARY

Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Adjusted Budget	FY2023 Actual as of 12/31/2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
Taxes	\$23,346,615	\$23,634,499	\$23,750,453	\$24,363,605	\$24,363,605	\$14,088,017	\$25,232,969	\$25,324,987	\$23,947,972	\$ 23,947,972	\$ (415,633)	4%
State Aid	\$2,223,962	\$1,747,409	\$2,094,010	\$1,964,300	\$1,964,300	\$1,343,328	\$2,163,739	\$2,203,975	\$2,880,371	\$ 2,880,371	\$ 916,071	-9%
Licenses and Fees	\$383,300	\$565,017	\$502,775	\$553,000	\$553,000	\$236,451	\$537,000	\$537,000	\$537,000	\$ 537,000	\$ (16,000)	15%
Departmental Revenue	\$1,196,670	\$981,367	\$1,148,937	\$1,069,000	\$1,069,000	\$737,298	\$1,231,021	\$1,235,000	\$1,253,000	\$ 1,253,000	\$ 184,000	6%
Other	\$1,046,165	\$174,076	\$171,802	\$990,048	\$990,048	\$681,021	\$1,055,620	\$1,145,620	\$1,140,814	\$ 1,140,814	\$ 150,766	-68%
Total	\$28,196,712	\$27,102,368	\$27,667,977	\$28,939,953	\$28,939,953	\$17,086,115	\$30,220,349	\$30,446,582	\$29,759,157	\$ 29,759,157	\$ 819,204	3%

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
REVENUE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Adjusted Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.310.3100.000	REVENUE	Taxes - Current Year	\$22,920,685	\$23,235,122.24	\$23,281,956.00	\$23,916,005	\$23,916,005	\$13,792,094	\$24,755,369	\$24,872,645	\$23,480,372	\$23,480,372	(\$435,633)	-2%
01.310.3110.000	REVENUE	Taxes - Prior Year	\$292,155	\$229,094.54	\$310,367.00	\$300,000	\$300,000	\$252,201	\$310,000	\$284,742	\$300,000	\$300,000	\$0	0%
01.310.3115.000	REVENUE	Interest Prior Yr Tax	\$126,718	\$163,649.59	\$151,553.00	\$140,000	\$140,000	\$43,722	\$160,000	\$160,000	\$160,000	\$160,000	\$20,000	14%
01.310.3120.000	REVENUE	DEM Refuge Revenue (In Lieu of Tax)	\$7,058	\$6,633.00	\$6,577.00	\$7,600	\$7,600	\$0	\$7,600	\$7,600	\$7,600	\$7,600	\$0	0%
			\$23,346,615	\$23,634,499.37	\$23,750,453.00	\$24,363,605	\$24,363,605	\$14,088,017	\$25,232,969	\$25,324,987	\$23,947,972	\$23,947,972	(\$415,633)	-2%
01.320.3220.000	REVENUE	State Parking Fees	\$28,665	37,378.87	29,473.00	\$37,000	\$37,000	\$35,236	\$30,000	\$35,236	\$40,000	\$40,000	\$3,000	8%
01.320.3225.000	REVENUE	Beverage/Meals Tax	\$178,182	120,974.08	179,034.00	\$165,000	\$165,000	\$126,475	\$170,000	\$175,000	\$225,535	\$225,535	\$60,535	37%
01.320.3235.000	REVENUE	State Aid Education	\$1,543,188	1,310,336.00	1,291,300.00	\$1,291,300	\$1,291,300	\$509,575	\$1,291,300	\$1,291,300	\$1,404,973	\$1,404,973	\$113,673	9%
01.320.3240.000	REVENUE	Motor Vehicle Tax - State Reimbursement	\$307,354	128,064.20	410,125.00	\$310,000	\$310,000	\$510,439	\$510,439	\$510,439	\$1,020,877	\$1,020,877	\$710,877	229%
01.320.3245.000	REVENUE	Public Service Corp. Tax	\$96,898	92,883.15	92,883.15	\$97,000	\$97,000	\$97,025	\$97,000	\$97,000	\$97,025	\$97,025	\$25	0%
01.320.3250.000	REVENUE	Hotel Tax	\$69,676	57,772.28	91,195.00	\$64,000	\$64,000	\$64,578	\$65,000	\$95,000	\$91,961	\$91,961	\$27,961	44%
			\$2,223,962	\$1,747,409	\$2,094,010	\$1,964,300	\$1,964,300	\$1,343,328	\$2,163,739	\$2,203,975	\$2,880,371	\$2,880,371	\$916,071	47%
01.330.3310.000	REVENUE	Business Licenses	\$20,296	\$27,239	\$19,685	\$21,000	\$21,000	\$14,931	\$25,000	\$25,000	\$25,000	\$25,000	\$4,000	19%
01.330.3320.000	REVENUE	Non-Business License	\$5,170	\$6,122	\$6,203	\$6,000	\$6,000	\$3,476	\$6,000	\$6,000	\$6,000	\$6,000	\$0	0%
01.330.3330.000	REVENUE	Probate Fees	\$13,634	\$16,636	\$18,089	\$16,000	\$16,000	\$12,111	\$16,000	\$16,000	\$16,000	\$16,000	\$0	0%
01.330.3340.000	REVENUE	Transfer Stamps	\$222,014	\$355,460	\$337,854	\$350,000	\$350,000	\$156,565	\$350,000	\$350,000	\$350,000	\$350,000	\$0	0%
01.330.3350.000	REVENUE	Recording Fees	\$122,187	\$159,560	\$120,944	\$160,000	\$160,000	\$49,368	\$140,000	\$140,000	\$140,000	\$140,000	(\$20,000)	-13%
			\$383,300	\$565,017	\$502,775	\$553,000	\$553,000	\$236,451	\$537,000	\$537,000	\$537,000	\$537,000	(\$16,000)	-3%
01.340.3300.000	REVENUE	Tax Certificates	\$12,700	\$15,000	\$18,199	\$13,000	\$13,000	\$11,889	\$17,000	\$17,000	\$17,000	\$17,000	\$4,000	30.77%
01.340.3405.000	REVENUE	Building Inspections	\$406,438	\$358,796	\$450,291	\$360,000	\$360,000	\$233,768	\$450,000	\$450,000	\$450,000	\$450,000	\$90,000	25.00%
01.340.3415.000	REVENUE	Zoning Board	\$2,600	\$5,325	\$3,375	\$4,000	\$4,000	\$1,950	\$4,000	\$4,000	\$4,000	\$4,000	\$0	0.00%
01.340.3420.000	REVENUE	Planning Fees	\$3,350	\$5,880	\$4,875	\$5,000	\$5,000	\$3,400	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.00%
01.340.3425.000	REVENUE	Animal Control	\$4,709	\$3,839	\$4,903	\$5,000	\$5,000	\$1,369	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.00%
01.340.3430.000	REVENUE	Police Department	\$28,322	\$29,513	\$22,424	\$30,000	\$30,000	\$11,958	\$29,000	\$29,000	\$29,000	\$29,000	(\$1,000)	-3.33%
01.340.3431.000	REVENUE	Police Vehicle Reimbursement	\$34,756	\$40,659	\$38,736	\$40,000	\$40,000	\$12,648	\$40,000	\$40,000	\$40,000	\$40,000	\$0	0.00%
01.340.3435.000	REVENUE	Town Beach Parking	\$169,074	\$119,400	\$115,711	\$143,000	\$143,000	\$142,259	\$140,000	\$140,000	\$140,000	\$140,000	(\$3,000)	-2.10%
01.340.3436.000	REVENUE	Beach Passes	\$111,439	\$98,220	\$174,899	\$104,000	\$104,000	\$11,520	\$171,021	\$175,000	\$175,000	\$175,000	\$71,000	68.27%
01.340.3440.000	REVENUE	Recreation	\$114,005	\$39,632	\$78,213	\$95,000	\$95,000	\$96,330	\$95,000	\$95,000	\$100,000	\$100,000	\$5,000	5.26%
01.340.3445.000	REVENUE	Ninigret Park	\$1,241	\$25	\$150	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.00%
01.340.3445.001	REVENUE	Ninigret Gate House Rent	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$3,500	\$6,000	\$6,000	\$6,000	\$6,000	\$0	0.00%
01.340.3451.000	REVENUE	Blue Shutters Concession	\$3,001	\$551	\$750	\$1,000	\$1,000	\$750	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.00%
01.340.3455.000	REVENUE	Blue Shutters Parking	\$269,871	\$244,894	\$193,677	\$240,000	\$240,000	\$194,789	\$240,000	\$240,000	\$250,000	\$250,000	\$10,000	4.17%
01.340.3460.000	REVENUE	Town Beach Concession	\$4,500	\$0	\$7,710	\$1,000	\$1,000	\$3,000	\$1,000	\$1,000	\$4,000	\$4,000	\$3,000	300.00%
01.340.3461.000	REVENUE	Senior Center After Hour Rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.340.3465.000	REVENUE	Senior/Community Center	\$0	\$8,229	\$11,254	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.340.3466.000	REVENUE	Senior Center Programs	\$24,664	\$5,404	\$17,770	\$20,000	\$20,000	\$8,168	\$25,000	\$25,000	\$25,000	\$25,000	\$5,000	25.00%
			\$1,196,670	\$981,367	\$1,148,937	\$1,069,000	\$1,069,000	\$737,298	\$1,231,021	\$1,235,000	\$1,253,000	\$1,253,000	\$184,000	17.21%

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
REVENUE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Adjusted Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.350.3515.000	REVENUE	Interest On Investments	\$117,654	\$56,865	\$36,318	\$85,000	\$85,000	\$74,545	\$95,000	\$110,000	\$120,000	\$120,000	\$35,000	41.18%
01.350.3530.000	REVENUE	General Fund Balance Transfer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.350.3545.000	REVENUE	Transfer from Road Engineering Fund	\$75,435	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.350.3550.000	REVENUE	Unclassified Revenue	\$62,086	\$13,150	\$100,952	\$15,000	\$15,000	\$128,867	\$15,000	\$10,000	\$40,000	\$40,000	\$25,000	166.67%
01.350.3750.000	REVENUE	Municipal Court General Revenue	\$11,692	\$888	\$9,532	\$10,000	\$10,000	\$8,178	\$10,000	\$10,000	\$10,000	\$10,000	\$0	0.00%
01.350.3995.000	REVENUE	Transfer In from Chariho	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,194	\$30,194	\$30,194	100.00%
01.350.3995.000	REVENUE	Transfer In from Impact Fee Revenue	\$75,000	\$50,000	\$25,000	\$0	\$0	\$0	\$20,000	\$100,000	\$25,000	\$25,000	\$25,000	100.00%
01.350.3995.000	REVENUE	Transfer In from Old Mill Rd	\$0	\$0	\$0	\$0	\$0	\$0	\$915,620	\$915,620	\$915,620	\$915,620	\$915,620	100.00%
01.350.3995.000	REVENUE	Transfer In from Burdickville Rd	\$704,297	\$53,173	\$0	\$438,051	\$438,051	\$438,051	\$0	\$0	\$0	\$0	(\$438,051)	-100.00%
01.350.3995.000	REVENUE	Transfer In from ARPA	\$0	\$0	\$0	\$410,617	\$410,617	\$0	\$0	\$0	\$0	\$0	(\$410,617)	-100.00%
01.350.3995.000	REVENUE	Transfer In from Communication Tower	\$0	\$0	\$0	\$31,380	\$31,380	\$31,380	\$0	\$0	\$0	\$0	(\$31,380)	-100.00%
			\$1,046,165	\$174,076	\$171,802	\$990,048	\$990,048	\$681,021	\$1,055,620	\$1,145,620	\$1,140,814	\$1,140,814	\$150,766	15.23%
		Total Revenue	\$28,196,712	\$27,102,368	\$27,667,977	\$28,939,953	\$28,939,953	\$17,086,115	\$30,220,349	\$30,446,582	\$29,759,157	\$29,759,157	\$819,204	2.83%

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPENDITURE SUMMARY

Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Adjusted Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
Town Council	\$32,304	\$32,374	\$28,904	\$34,835	\$34,835	\$8,906	\$34,880	\$34,880	\$34,880	\$ 34,880	\$ 45	0%
Town Administrator	\$203,999	\$205,126	\$217,162	\$224,817	\$224,817	\$87,239	\$235,170	\$235,170	\$228,877	\$ 200,677	\$ (24,140)	-11%
Election Unit	\$16,308	\$56,974	\$22,363	\$73,297	\$73,297	\$33,343	\$37,490	\$37,490	\$37,490	\$ 37,490	\$ (35,807)	-49%
Finance Director	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$187,000	\$ 187,000	\$ 187,000	100%
Treasurer	\$247,695	\$245,952	\$281,989	\$296,529	\$296,529	\$129,961	\$313,053	\$311,565	\$310,665	\$ 310,665	\$ 14,136	5%
Information Technology	\$178,581	\$235,745	\$230,278	\$276,998	\$276,998	\$141,537	\$253,939	\$253,939	\$253,939	\$ 253,939	\$ (23,059)	-8%
Tax Assessor	\$156,610	\$165,407	\$168,249	\$177,078	\$177,078	\$65,409	\$220,725	\$198,217	\$187,767	\$ 187,767	\$ 10,689	6%
GIS	\$101,451	\$111,512	\$121,699	\$117,664	\$117,664	\$42,756	\$125,264	\$125,264	\$124,164	\$ 124,164	\$ 6,500	6%
Tax Collector	\$125,032	\$134,603	\$141,401	\$147,146	\$147,146	\$56,050	\$153,315	\$153,315	\$153,315	\$ 153,315	\$ 6,169	4%
Town Clerk	\$207,279	\$220,069	\$219,190	\$233,615	\$233,615	\$83,409	\$244,658	\$244,658	\$244,658	\$ 248,743	\$ 15,128	6%
Town Planner	\$130,105	\$133,845	\$150,142	\$163,383	\$163,383	\$58,181	\$168,837	\$168,837	\$164,837	\$ 164,837	\$ 1,454	1%
Central Services	\$357,591	\$355,763	\$335,469	\$404,376	\$404,376	\$211,946	\$480,844	\$480,844	\$480,844	\$ 480,844	\$ 76,468	19%
Police Department	\$2,620,736	\$2,701,614	\$2,832,682	\$2,984,463	\$2,984,463	\$1,227,103	\$3,112,072	\$3,112,072	\$3,057,071	\$ 3,057,071	\$ 72,608	2%
Building Inspector	\$262,037	\$284,156	\$306,130	\$319,936	\$319,936	\$118,062	\$339,288	\$339,288	\$339,288	\$ 339,288	\$ 19,352	6%
CEMA	\$65,676	\$73,191	\$76,172	\$79,900	\$79,900	\$39,258	\$102,446	\$102,446	\$96,446	\$ 96,446	\$ 16,546	21%
Animal Control	\$92,962	\$104,410	\$116,678	\$116,864	\$116,864	\$46,427	\$140,738	\$140,204	\$146,394	\$ 146,394	\$ 29,530	25%
Public Assistance	\$5,954	\$2,459	\$5,282	\$6,051	\$6,051	\$1,787	\$6,088	\$6,088	\$6,088	\$ 6,088	\$ 37	1%
Municipal Court	\$9,317	\$9,446	\$9,461	\$9,870	\$9,870	\$2,671	\$9,809	\$9,964	\$9,964	\$ 9,964	\$ 94	1%
DPW Administration	\$166,892	\$173,396	\$174,529	\$189,228	\$189,228	\$74,829	\$194,226	\$196,226	\$196,226	\$ 196,226	\$ 6,998	4%
DPW Highway & Roads	\$960,607	\$1,048,228	\$1,262,726	\$1,204,377	\$1,204,377	\$361,343	\$1,265,305	\$1,274,305	\$1,254,305	\$ 1,244,305	\$ 39,928	3%
DPW Building & Grounds	\$314,956	\$340,276	\$400,710	\$368,667	\$368,667	\$158,459	\$433,858	\$433,858	\$433,858	\$ 433,858	\$ 65,191	18%
CRCC Mandated Monitoring	\$7,915	\$7,915	\$8,152	\$12,792	\$12,792	\$13,037	\$12,792	\$13,500	\$13,500	\$ 13,500	\$ 708	6%
Wastewater Management	\$110,577	\$130,581	\$132,911	\$140,732	\$140,732	\$43,991	\$189,849	\$177,578	\$172,919	\$ 172,919	\$ 32,187	23%
Outside Agencies	\$24,400	\$24,500	\$24,500	\$24,500	\$24,500	\$7,500	\$34,010	\$25,000	\$25,000	\$ 25,000	\$ 500	2%
Local Agencies	\$454,681	\$544,501	\$617,693	\$629,712	\$621,893	\$266,243	\$863,066	\$863,066	\$863,066	\$ 863,066	\$ 241,173	39%
Boards and Commissions	\$25,035	\$34,688	\$31,192	\$35,900	\$35,900	\$16,661	\$40,285	\$42,885	\$42,885	\$ 42,885	\$ 6,985	19%
Chariho Regional School District	\$13,329,321	\$13,321,706	\$13,510,358	\$13,879,020	\$13,879,020	\$5,052,297	\$14,225,437	\$14,225,437	\$13,933,732	\$ 13,933,732	\$ 54,712	0%
Senior Center	\$118,172	\$107,613	\$121,537	\$134,030	\$134,030	\$49,279	\$162,657	\$153,620	\$149,785	\$ 149,785	\$ 15,755	12%

TOWN OF CHARLESTOWN

Fiscal Year 2023-2024

EXPENDITURE SUMMARY

Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Adjusted Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
Recreation Administration	\$184,273	\$180,101	\$207,667	\$213,560	\$213,560	\$82,796	\$252,562	\$225,224	\$252,562	\$ 252,562	\$ 39,002	18%
Recreation Programs	\$124,901	\$81,099	\$115,151	\$153,389	\$153,389	\$88,269	\$157,335	\$155,885	\$155,885	\$ 155,885	\$ 2,496	2%
Charlestown Beach	\$147,183	\$169,027	\$162,065	\$170,182	\$170,182	\$118,971	\$164,851	\$164,851	\$164,851	\$ 164,851	\$ (5,331)	-3%
Ninigret Park	\$33,835	\$44,353	\$42,933	\$50,436	\$50,436	\$19,879	\$53,740	\$63,740	\$53,740	\$ 63,740	\$ 13,304	26%
Blue Shutters Beach	\$134,731	\$161,716	\$155,582	\$172,417	\$172,417	\$102,343	\$163,371	\$163,371	\$163,371	\$ 163,371	\$ (9,046)	-5%
Debt Service	\$818,638	\$993,912	\$646,870	\$642,583	\$642,583	\$632,330	\$637,396	\$637,396	\$637,396	\$ 637,396	\$ (5,187)	-1%
Employee Benefits	\$2,340,230	\$2,498,327	\$2,469,904	\$2,550,657	\$2,550,657	\$1,146,387	\$2,568,708	\$2,568,708	\$2,578,531	\$ 2,578,531	\$ 27,874	1%
Professional Services	\$220,672	\$238,862	\$252,227	\$273,160	\$273,160	\$112,393	\$262,760	\$262,760	\$262,760	\$ 266,760	\$ (6,400)	-2%
Town Insurance	\$244,672	\$292,698	\$295,620	\$322,884	\$322,884	\$319,884	\$367,867	\$367,867	\$367,867	\$ 367,867	\$ 44,983	14%
Contingencies	\$7,412	\$489	\$7,329	\$50,000	\$50,000	\$27,387	\$50,000	\$50,000	\$50,000	\$ 100,000	\$ 50,000	100%
Capital Transfers & Improvements	\$999,692	\$1,311,216	\$2,344,781	\$1,217,431	\$1,217,431	\$464,719	\$671,138	\$746,138	\$566,305	\$ 621,305	\$ (596,126)	-49%
Transfers Out	\$1,090,456	\$2,741,402	\$21,946	\$837,474	\$837,474	\$822,474	\$1,470,521	\$1,530,926	\$1,356,926	\$ 1,272,041	\$ 434,567	52%
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -	\$ -	0%
Total	\$26,672,888	\$29,519,252	\$28,269,633	\$28,939,953	\$28,932,134	\$12,335,515	\$30,220,349	\$30,296,582	\$29,759,157	\$ 29,759,157	\$827,023	3%

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPEDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.410.5005.000	EXPENDITURE	Town Council Salaries	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$4,500	\$18,000	\$18,000	\$18,000	\$18,000	\$0	0.00%
01.410.5015.000	EXPENDITURE	Town Sergeant/Recording Wages	\$1,557	\$728	\$1,701	\$2,000	\$2,000	\$387	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.00%
01.410.6015.000	EXPENDITURE	Dues & Subscriptions	\$3,435	\$3,757	\$3,787	\$3,825	\$3,825	\$3,870	\$3,870	\$3,870	\$3,870	\$3,870	\$45	1.18%
01.410.6020.000	EXPENDITURE	Operating Supplies	\$32	\$505	\$213	\$300	\$300	\$149	\$300	\$300	\$300	\$300	\$0	0.00%
01.410.6060.000	EXPENDITURE	Printing & Binding	\$9,281	\$9,384	\$5,203	\$10,710	\$10,710	\$0	\$10,710	\$10,710	\$10,710	\$10,710	\$0	0.00%
			\$32,304	\$32,374	\$28,904	\$34,835	\$34,835	\$8,906	\$34,880	\$34,880	\$34,880	\$34,880	\$45	0.13%
01.420.5005.000	EXPENDITURE	Town Administrator Salary	\$126,319	\$128,845	\$133,911	\$136,693	\$136,693	\$51,522	\$140,793	\$140,793	\$148,000	\$130,000	(\$6,693)	-4.90%
01.420.5005.002	EXPENDITURE	Town Administrator-Longevity	\$3,158	\$3,221	\$3,348	\$6,835	\$6,835	\$1,288	\$7,040	\$7,040	\$0	\$0	(\$6,835)	-100.00%
01.420.5010.000	EXPENDITURE	Town Admin Secretary Salary	\$53,421	\$54,489	\$56,632	\$57,808	\$57,808	\$21,789	\$62,602	\$62,602	\$62,602	\$62,602	\$4,794	8.29%
01.420.5010.002	EXPENDITURE	Town Admin Secretary-Longevity	\$4,541	\$4,904	\$5,220	\$5,781	\$5,781	\$2,179	\$6,260	\$6,260	\$0	\$0	(\$5,781)	-100.00%
01.420.5020.000	EXPENDITURE	Town Admin Vehicle Stipend	\$10,020	\$10,200	\$10,279	\$10,200	\$10,200	\$3,845	\$10,200	\$10,200	\$10,200	\$0	(\$10,200)	-100.00%
01.420.6015.000	EXPENDITURE	Dues & Subscriptions	\$2,303	\$2,311	\$2,484	\$2,750	\$2,750	\$3,274	\$3,275	\$3,275	\$3,275	\$3,275	\$525	19.09%
01.420.6020.000	EXPENDITURE	Operating Supplies	\$999	\$1,135	\$1,397	\$1,200	\$1,200	\$259	\$1,400	\$1,400	\$1,200	\$1,200	\$0	0.00%
01.420.6050.000	EXPENDITURE	Professional Development	\$3,159	\$21	\$3,862	\$3,500	\$3,500	\$2,992	\$3,500	\$3,500	\$3,500	\$3,500	\$0	0.00%
01.420.6070.000	EXPENDITURE	Travel Expense	\$80	\$0	\$30	\$50	\$50	\$90	\$100	\$100	\$100	\$100	\$50	100.00%
			\$203,999	\$205,126	\$217,162	\$224,817	\$224,817	\$87,239	\$235,170	\$235,170	\$228,877	\$200,677	(\$24,140)	-10.74%
01.430.5005.000	EXPENDITURE	Board of Canvassers Wages	\$7,189	\$22,089	\$4,800	\$21,447	\$21,447	\$13,188	\$8,675	\$8,675	\$8,675	\$8,675	(\$12,772)	-59.55%
01.430.6020.000	EXPENDITURE	Operating Supplies	\$4,262	\$12,991	\$15,995	\$30,435	\$30,435	\$5,835	\$18,855	\$18,855	\$18,855	\$18,855	(\$11,580)	-38.05%
01.430.6035.000	EXPENDITURE	Miscellaneous	\$606	\$3,297	\$517	\$3,775	\$3,775	\$2,095	\$1,500	\$1,500	\$1,500	\$1,500	(\$2,275)	-60.26%
01.430.6075.000	EXPENDITURE	Tools & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.430.6095.000	EXPENDITURE	Poll Worker Stipends	\$4,250	\$18,597	\$1,050	\$17,640	\$17,640	\$12,225	\$8,460	\$8,460	\$8,460	\$8,460	(\$9,180)	-52.04%
			\$16,308	\$56,974	\$22,363	\$73,297	\$73,297	\$33,343	\$37,490	\$37,490	\$37,490	\$37,490	(\$35,807)	-48.85%
01.435.5005.000	EXPENDITURE	Finance Department Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$125,000	\$125,000	100.00%
01.435.5010.000	EXPENDITURE	Finance Department Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,000	\$27,000	\$27,000	100.00%
01.435.6065.000	EXPENDITURE	Finance Department Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$35,000	\$35,000	100.00%
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$187,000	\$187,000	\$187,000	100.00%
01.440.5005.000	EXPENDITURE	Treasurer Salary	\$98,835	\$89,210	\$102,696	\$106,114	\$106,114	\$39,997	\$109,297	\$109,297	\$109,297	\$109,297	\$3,183	0.00%
01.440.5005.002	EXPENDITURE	Treasurer Longevity	\$3,017	\$1,058	\$1,219	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.440.5010.000	EXPENDITURE	Treasurer Wages	\$105,409	\$114,090	\$122,519	\$126,722	\$126,722	\$55,697	\$134,258	\$132,840	\$131,940	\$131,940	\$5,218	4.12%
01.440.5010.003	EXPENDITURE	Treasurer's Emp Longevity	\$0	\$574	\$669	\$1,793	\$1,793	\$830	\$4,808	\$4,738	\$4,738	\$4,738	\$2,945	100.00%
01.440.5025.000	EXPENDITURE	Treasurer Overtime Wages	\$822	\$0	\$0	\$750	\$750	\$292	\$0	\$0	\$0	\$0	(\$750)	-100.00%
01.440.6015.000	EXPENDITURE	Dues & Subscriptions	\$250	\$360	\$150	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$0	0.00%
01.440.6020.000	EXPENDITURE	Operating Supplies	\$1,971	\$1,305	\$3,202	\$2,000	\$2,000	\$16	\$3,000	\$3,000	\$3,000	\$3,000	\$1,000	50.00%
01.440.6050.000	EXPENDITURE	Professional Development	\$1,447	\$3,805	\$3,488	\$2,000	\$2,000	\$199	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.00%
01.440.6065.000	EXPENDITURE	Purchased Services	\$35,670	\$35,263	\$47,758	\$55,850	\$55,850	\$32,930	\$57,790	\$57,790	\$57,790	\$57,790	\$1,940	3.47%
01.440.6070.000	EXPENDITURE	Travel Expense	\$274	\$287	\$139	\$400	\$400	\$0	\$400	\$400	\$400	\$400	\$0	0.00%
01.440.6075.000	EXPENDITURE	Tools/Equipment	\$0	\$0	\$150	\$400	\$400	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$600	150.00%
			\$247,695	\$245,952	\$281,989	\$296,529	\$296,529	\$129,961	\$313,053	\$311,565	\$310,665	\$310,665	\$14,136	4.77%

SUPPLEMENTAL INFORMATION
FY 2023 - 2024

410 - TOWN COUNCIL:

410-5005 - SALARIES - \$18,000

Council President \$ 4,000
Four Council Members at \$3,500 each \$14,000

410-5015 - WAGES - \$2,000

Town Sergeant - \$2,000

Performs duties prescribed by the General Laws of Rhode Island, which also includes assisting the Board of Canvassers and attendance at required Town Council meetings.
\$25.00/hr. x 80 hrs. = \$2,000

410-6015 - DUES, MEETINGS & SUBSCRIPTIONS - \$3,870

League of Cities & Towns Dues (0.48389 per capita/7997 Census 2020). There is no increase for FY24.

410-6020 - OPERATING SUPPLIES - \$300

Miscellaneous stationary supplies

410-6060 - PRINTING - \$10,710

Average cost of one Pipeline issue (printing and mailing) estimated at \$5,355. Budget should support at least 2 issues per year. Pricing for this is from the Westerly Sun.

Town Council TOTAL BUDGET - \$34,880

SUPPLEMENTAL INFORMATION
FY 2023 – 2024

420 - TOWN ADMINISTRATOR:

420-5005 – TA SALARY - \$130,000

FY2024 Salary: \$130,000
Longevity: \$0

420-5010 – TA SECRETARY SALARY - \$62,602

FY2024 Salary: \$62,602
Longevity: \$0

420-5020 – TOWN ADMINISTRATOR AUTOMOBILE STIPEND - \$0

420-6015 - DUES & SUBSCRIPTIONS - \$3,275

Rhode Island Manager's Association fees and management journals, etc.

420-6020 – OPERATING SUPPLIES - \$1,200

Office supplies.

420-6050 - PROFESSIONAL DEVELOPMENT - \$3,500

Annual professional and business expenses: registration, materials, meal reimbursement, authorized meetings, and seminars.

420-6070 – TRAVEL EXPENSES - \$100

Town Administrator TOTAL REQUESTED BUDGET- \$200,677

SUPPLEMENTAL INFORMATION
FY 2023 - 2024

430 – BOARD OF CANVASSERS:

430-5005 - SALARIES - \$8,675

\$5,000 - Charter-required three-member Board of Canvassers and two Alternate members. Chairperson: \$21.86 per hour; 2 Members: \$16.40 per hour, 2 Alternate Members: \$16.40 per hour. Assumes a 3% increase on July 1, as non-union hourly rate employees.

\$3,675 - Board of Elections regulations require local Boards of Canvassers to provide **In Person Early Voting** during regular business hours for 20 days prior to Statewide Elections. The Board has been able to accommodate the flow of Primary Early voters at Charlestown Town Hall with 2 Board members/poll workers working Monday through Friday from 8:30 am – 4:30 pm. This budget request anticipates In Person Emergency Voting for the April 23 Presidential Preference Primary.

April 2024 Presidential Preference Primary: \$3,675

2 Board members, working 8 hours per day, at \$16.40 per hour, for 14 business days.

430-6020 - OPERATING SUPPLIES – \$18,855

Supplies unique to the operation of Board of Canvassers:

Office supplies needed by the Board - \$300

USPS Permit Renewal Fee - \$275

Printing of ballots for the Chariho 2024 District Referendum in April - \$280 (may be reimbursed by Chariho)

June 2023 local Financial Town Referendum (primarily mail ballot) - \$18,000

Description	Cost	Notes
Envelope Printing	\$2,995.00	6500 each: 9 x 12, #10, #9. Printing Express, Wakefield RI
Collate Mailing	\$0.00	Staff Time: 7 clerks. 10 hours. Average wage \$25/per hour
Print mail ballots	\$2,270.00	The Allied Group, Providence - holds State bid for ballot printing
Initial postage	\$8,640.00	9 x 12 envelopes
Return postage	\$4,095.00	#10 envelopes. (anticipated 2023 USPS price increase)
Canvasser's pay - Certification	\$0.00	2 members. 6 days. 7.5 hours per day. Budgeted in 430-5005
TOTAL COST	\$18,000.00	

SUPPLEMENTAL INFORMATION
FY 2023 - 2024

BOARD OF CANVASSERS (cont'd):

430-6035 – MISCELLANEOUS – \$1,500

Breakfast and Dinner for Poll workers

April Chariho DFR – Breakfast and dinner: \$250
April Presidential Preference Primary - Breakfast and dinner: \$1,000
June FTR – Breakfast and dinner: \$250

430-6075 – TOOLS AND EQUIPMENT - \$ 0

430-6095 - STIPENDS - \$8,460

Poll worker wages for the following:

April 2024 Chariho District Financial Referendum:	1 polling location	2 Moderators/Clerks at \$255 = \$510
	2 Supervisors at \$225 = \$450	
April 23, 2024 – Presidential Preference Primary:	4 polling locations	8 Moderators/Clerks at \$255 = \$2,040
	16 Supervisors at \$225 = \$3,600	
	4 Greeters at \$225 = 900	
June 2024 Financial Town Referendum:	1 polling location	2 Moderators/Clerks at \$255 = \$510
	2 Supervisors at \$225 = \$450	

Board of Canvassers TOTAL REQUESTED BUDGET - \$37,490

SUPPLEMENTAL INFORMATION
FY2023 – 2024

435 – FINANCE DEPARTMENT:

435-5005 – SALARY \$ 125,000

Finance Director FY24 Salary: \$125,000
Longevity: \$0

435-5010 – WAGES \$27,000

Finance Clerk Part-Time

435-6065 – PURCHASED SERVICES - \$35,000

HR functions and related expenses

Finance Department TOTAL REQUESTED BUDGET- \$187,000

SUPPLEMENTAL INFORMATION
FY2023 – 2024

440 – TOWN TREASURER:

440-5005 – SALARY \$ 109,297

Treasurer FY24 Salary: \$109,297
 Longevity: \$0

440-5010 – WAGES \$136,678

Assistant Treasurer FY24 Salary: \$73,851
 Longevity: \$1,846
Cash Accountant FY24 Salary: \$58,089
 Longevity: \$2,892

440-6015 – DUES & SUBSCRIPTIONS - \$500

National GFOA – Treasurer
RIGFOA – Treasurer and Assistants
RI Municipal Purchasing Agents Association – Cash Accountant

440-6020 – OPERATING SUPPLIES - \$3,000

This expense covers the following items:
Laser checks for payables
Regular and window envelopes
Printer cartridges
Folders – storage boxes, etc.
Four-part purchase order/vouchers
1099 forms for non-corporate vendors
Miscellaneous office supplies

440-6050 – PROFESSIONAL DEVELOPMENT - \$2,000

Annual professional and business expenses: registration, materials, meal reimbursement, authorized meetings, and seminars.

SUPPLEMENTAL INFORMATION
FY2023 – 2024

TOWN TREASURER – (cont'd):

440-6065 – PURCHASED SERVICES - \$57,790

Content Manager Enterprise module (organizing digital content within the software) for accounting system based on most recent quote for annual subscription and estimated training and related expenses -\$6,700
General Ledger module technical support -\$2,500
InfoLink module for billing -\$2,700
HR & Payroll consulting related expenses -\$15,000
GovInvest - software to measure and visualize OPEB liabilities and costs - \$13,390
Milliman USA- actuarial services - \$8,600
Safety and wellness committee related activities (RI Interlocal recommended)- \$3,500
Digitizing existing permanent archives -\$5,400

440-6070 – TRAVEL - \$400

Business related travel for Treasurer and staff.

440-6075 – TOOLS & EQUIPMENT - \$1,000

Appropriation for any small equipment that may need to be replaced within the department.

Treasurer TOTAL REQUESTED BUDGET- \$310,665

TOWN OF CHARLESTOWN

Fiscal Year 2023-2024

EXPEDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.445.5005.000	EXPENDITURE	IT Salary	\$50,355	\$89,123	\$95,038	\$97,925	\$97,925	\$36,910	\$100,863	\$100,863	\$100,863	\$100,863	\$2,938	3.00%
01.445.5010.000	EXPENDITURE	IT - Technician Wages	\$0	\$0	\$31,446	\$45,573	\$45,573	\$16,908	\$47,676	\$47,676	\$47,676	\$47,676	\$2,103	4.62%
01.445.6015.000	EXPENDITURE	Dues & Subscriptions	\$0	\$366	\$105	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$0	0.00%
01.445.6020.000	EXPENDITURE	Operating Supplies	\$978	\$1,356	\$838	\$1,000	\$1,000	\$282	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.00%
01.445.6050.000	EXPENDITURE	Professional Development	\$92	\$2,192	\$1,015	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.00%
01.445.6060.000	EXPENDITURE	Renewal Service Agreements	\$0	\$0	\$54,983	\$72,800	\$72,800	\$53,885	\$57,200	\$57,200	\$57,200	\$57,200	(\$15,600)	-21.43%
01.445.6065.000	EXPENDITURE	Purchased Services	\$127,060	\$142,440	\$45,229	\$56,500	\$56,500	\$33,515	\$44,000	\$44,000	\$44,000	\$44,000	(\$12,500)	-22.12%
01.445.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$0	\$200	\$200	\$37	\$200	\$200	\$200	\$200	\$0	0.00%
01.445.6075.000	EXPENDITURE	Tools & Equipment	\$96	\$268	\$1,624	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$0	0.00%
			\$178,581	\$235,745	\$230,278	\$276,998	\$276,998	\$141,537	\$253,939	\$253,939	\$253,939	\$253,939	(\$23,059)	-8.32%
01.450.5005.000	EXPENDITURE	Tax Assessor Salary	\$90,494	\$92,304	\$91,575	\$95,356	\$95,356	\$36,010	\$100,863	\$100,863	\$100,863	\$100,863	\$5,507	5.78%
01.450.5005.002	EXPENDITURE	Tax Assessor Longevity	\$9,049	\$9,230	\$9,157	\$9,554	\$9,554	\$3,601	\$10,086	\$10,086	\$10,086	\$10,086	\$532	5.57%
01.450.5010.000	EXPENDITURE	Tax Assessor Wages	\$35,320	\$41,336	\$44,162	\$45,831	\$45,831	\$17,275	\$46,862	\$46,862	\$46,862	\$46,862	\$1,031	2.25%
01.450.5010.003	EXPENDITURE	Tax Assessor Emp Longevity	\$422	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.450.5015.000	EXPENDITURE	Tax Assessor Part-Time Wages	\$19,027	\$19,334	\$20,326	\$20,637	\$20,637	\$8,179	\$43,764	\$21,256	\$21,256	\$21,256	\$619	3.00%
01.450.5025.000	EXPENDITURE	Tax Assessor Overtime Wages	\$30	\$0	\$0	\$250	\$250	\$0	\$250	\$250	\$250	\$250	\$0	0.00%
01.450.6015.000	EXPENDITURE	Dues & Subscriptions	\$812	\$500	\$65	\$1,000	\$1,000	\$70	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.00%
01.450.6020.000	EXPENDITURE	Operating Supplies	\$137	\$2,202	\$1,650	\$2,000	\$2,000	\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$1,000	50.00%
01.450.6050.000	EXPENDITURE	Professional Development	\$50	\$0	\$500	\$1,200	\$1,200	\$275	\$2,100	\$2,100	\$2,100	\$2,100	\$900	75.00%
01.450.6055.000	EXPENDITURE	Professional Services	\$0	\$0	\$0	\$500	\$500	\$0	\$10,000	\$10,000	\$500	\$500	\$0	0.00%
01.450.6060.000	EXPENDITURE	Printing & Binding	\$0	\$165	\$225	\$150	\$150	\$0	\$500	\$500	\$250	\$250	\$100	66.67%
01.450.6070.000	EXPENDITURE	Travel Expense	\$72	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100	\$0	0.00%
01.450.6075.000	EXPENDITURE	Tools/Equipment	\$1,196	\$337	\$589	\$500	\$500	\$0	\$2,200	\$2,200	\$1,500	\$1,500	\$1,000	200.00%
			\$156,610	\$165,407	\$168,249	\$177,078	\$177,078	\$65,409	\$220,725	\$198,217	\$187,767	\$187,767	\$10,689	6.04%
01.455.5005.000	EXPENDITURE	GIS Salary	\$81,183	\$87,115	\$88,740	\$87,328	\$87,328	\$34,275	\$96,003	\$96,003	\$96,003	\$96,003	\$8,675	9.93%
01.455.5005.002	EXPENDITURE	GIS Longevity	\$5,246	\$5,762	\$5,994	\$6,986	\$6,986	\$2,571	\$8,161	\$8,161	\$8,161	\$8,161	\$1,175	16.82%
01.455.5018.000	EXPENDITURE	Intern	\$3,128	\$6,638	\$14,530	\$6,000	\$6,000	\$542	\$0	\$0	\$0	\$0	(\$6,000)	-100.00%
01.455.6015.000	EXPENDITURE	Dues & Subscriptions	\$347	\$175	\$10	\$400	\$400	\$15	\$600	\$600	\$600	\$600	\$200	50.00%
01.455.6020.000	EXPENDITURE	Operating Supplies	\$2,160	\$2,274	\$2,154	\$5,200	\$5,200	\$1,435	\$8,100	\$8,100	\$7,000	\$7,000	\$1,800	34.62%
01.455.6050.000	EXPENDITURE	Professional Development	\$2,352	\$5	\$1,768	\$1,200	\$1,200	\$0	\$1,800	\$1,800	\$1,800	\$1,800	\$600	50.00%
01.455.6055.000	EXPENDITURE	Professional Services	\$5,599	\$4,520	\$5,197	\$7,850	\$7,850	\$2,750	\$7,900	\$7,900	\$7,900	\$7,900	\$50	0.64%
01.455.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$49	\$100	\$100	\$0	\$100	\$100	\$100	\$100	\$0	0.00%
01.455.6075.000	EXPENDITURE	Tools/Equipment	\$1,437	\$5,023	\$3,257	\$2,600	\$2,600	\$1,168	\$2,600	\$2,600	\$2,600	\$2,600	\$0	0.00%
			\$101,451	\$111,512	\$121,699	\$117,664	\$117,664	\$42,756	\$125,264	\$125,264	\$124,164	\$124,164	\$6,500	5.52%
01.460.5005.000	EXPENDITURE	Tax Collector Salary	\$72,730	\$75,172	\$78,127	\$79,750	\$79,750	\$30,059	\$82,142	\$82,142	\$82,142	\$82,142	\$2,392	3.00%
01.460.5005.002	EXPENDITURE	Tax Collector Longevity	\$7,273	\$7,517	\$7,813	\$7,975	\$7,975	\$3,006	\$8,214	\$8,214	\$8,214	\$8,214	\$239	3.00%
01.460.5010.000	EXPENDITURE	Tax Collector Wages	\$35,602	\$41,227	\$44,237	\$45,831	\$45,831	\$17,275	\$46,862	\$46,862	\$46,862	\$46,862	\$1,031	2.25%
01.460.5010.003	EXPENDITURE	Tax Collector Emp. Longevity	\$0	\$0	\$0	\$0	\$0	\$0	\$1,172	\$1,172	\$1,172	\$1,172	\$1,172	100.00%
01.460.6015.000	EXPENDITURE	Dues & Subscriptions	\$115	\$115	\$60	\$115	\$115	\$30	\$175	\$175	\$175	\$175	\$60	52.17%
01.460.6020.000	EXPENDITURE	Operating Supplies	\$8,431	\$10,228	\$8,777	\$12,000	\$12,000	\$4,805	\$12,000	\$12,000	\$12,000	\$12,000	\$0	0.00%
01.460.6050.000	EXPENDITURE	Professional Development	\$671	\$0	\$1,784	\$1,000	\$1,000	\$875	\$2,000	\$2,000	\$2,000	\$2,000	\$1,000	100.00%
01.460.6070.000	EXPENDITURE	Travel Expense	\$210	\$0	\$258	\$225	\$225	\$0	\$500	\$500	\$500	\$500	\$275	122.22%
01.460.6075.000	EXPENDITURE	Tools/Equipment	\$0	\$344	\$347	\$250	\$250	\$0	\$250	\$250	\$250	\$250	\$0	0.00%
			\$125,032	\$134,603	\$141,401	\$147,146	\$147,146	\$56,050	\$153,315	\$153,315	\$153,315	\$153,315	\$6,169	4.19%

SUPPLEMENTAL INFORMATION
FY2023 – 2024

445 - INFORMATION TECHNOLOGY:

445-5005 - SALARY - \$100,863 (updated 11/28/2022)

IT Director FY24 Salary: \$100,863

445-5010 - WAGES - \$47,676

IT Technician 2023 Wages: \$47,676

445-6015 - DUES & SUBSCRIPTIONS - \$500

Subscription for Vmug Advantage (VMware lab) – cost \$200 year; GMIS International – cost/due \$200 year and annual subscription for support staff - \$100.

445-6020 - OPERATING SUPPLIES - \$1,000

This line covers toner/headphones/UPS Battery backup/mics for the department.

445-6050 - PROFESSIONAL DEVELOPMENT - \$2,000

Fees for conferences, seminars, training (held in person) for both the IT Manager and the IT Technician.

445-6060 - RENEWAL SERVICE AGREEMENTS - \$57,200

Annual Renewal for Appliance Backup (Year 4 of 5)	\$0	Place holder for future cost. Current year 4 of 5
Email Protection Annual Renewal (Year 4 of 5)	\$0	Place holder for future cost. Current year 4 of 5
Adobe Renewal	\$5,900	Adobe Acrobat and 2 CC Suites, justified use for Town and Police
Office 365 Licensing	\$13,500	This additional cost increase is due to Microsoft price increase.
Cisco WebEx Events Center	\$4,650	Streaming & Meeting Collaboration. Over 60 meetings per year.
Anti-virus cost	\$9,500	Increase due to anticipated cybersecurity insurance requirements.
Security Appliance Renewal Cost	\$12,350	Contract year 4 of 4
Inventory Management/Patch Management/Remote Support	\$5,000	Supports Town and Police Computers
Other License Costs	\$2,000	Warranty for laptops/wireless/cameras.
Content Filtering/DNS Security	\$2,500	Cisco Umbrella
Multi-Factor Renewal	\$1,800	Cisco Duo Renewal

SUPPLEMENTAL INFORMATION

FY2023 – 2024

INFORMATION TECHNOLOGY (cont'd):

445-6065 - PURCHASED SERVICES - \$44,000

As the technology needs in town evolve, the IT Department is focusing on purchasing and installing equipment and hardware to maintain the infrastructure along with meeting Cyber Security directives.

Firewall Upgrade/ Reconfigure	\$10,000	Network Upgrade - Firewall-Police.
New Networking Gear	\$8,000	Police/Town Location and Potential Other Locations.
Security Camera Improvements	\$6,000	Cameras for Security.
Conference Room Upgrades	\$10,000	Town Hall Annex Conference Room.
Cyber Security Incident Response Planning	\$8,000	Developing and Testing Incident Response Scenarios

445-6070 - TRAVEL - \$200

Covers travel to police station, meetings, trainings, and on-call emergencies.

445-6075 - TOOLS & EQUIPMENT - \$500

Appropriation for any small equipment that may be needed.

Information Technology TOTAL REQUESTED BUDGET - \$253,939

SUPPLEMENTAL INFORMATION
FY2023-2024

450 - TAX ASSESSOR:

450-5005 - SALARY - \$ 110,949

Fiscal Year Salary -	\$100,863	CPMA Grade 6D	
Longevity -	\$10,086	30 years employment - 10%	<i>Per CPMA Employment Agreement (7/1/2021 - 6/30/2024)</i>
Total	\$110,949		

450-5010 - WAGES - \$ 46,862

Assessor's Clerk

<i>CURRENT POSITION</i>			
New Fiscal Year Salary -	\$46,862	Teamster Position Grade	Assessor Clerk - Step 3 (hire date 1/13/2020)
Longevity -	\$0	0 years employment - 0%	<i>per Teamster Contract (7/1/2021 - 6/30/2024)</i>
Total	\$46,862		

450-5015 - PART-TIME WAGES - \$21,256

Assessor's Part-time Clerk

Fiscal Year Wages -	\$ 21,256.00	Part-time Position - 19.5 hours/wk
Total	\$ 21,256.00	

This request is based on the increased workload with the number if building permits and the associated data entry, the attention to detail to the annual requirements of the assessment calendar, the number of processes for MV valuation phase-out, and the detail of the tangible declarations.

SUPPLEMENTAL INFORMATION
FY2023-2024

TAX ASSESSOR (cont'd):

450-5025 - OVERTIME WAGES - \$ 250

Unexpected overtime for various property valuation projects.

450-6015 - DUES & SUBSCRIPTIONS - \$ 1,000

Professional Designations	\$250
IAAO membership	\$200
RIAAO membership	\$50
RIAAO meetings	\$400
NRAAO membership	<u>\$100</u>
	\$1,000

The cost of dues represents those organizations that the Tax Assessor maintains active membership for the enhancement of professional techniques and assessment administration.

450-6020 - OPERATING SUPPLIES - \$3,000

Printer Toner	\$1,500
General Office Supplies	<u>\$1,500</u>
	\$3,000

This value is based on the cost of materials needed to maintain present equipment and procedures.

SUPPLEMENTAL INFORMATION
FY2023-2024

TAX ASSESSOR (cont'd):

450-6050 - PROFESSIONAL DEVELOPMENT - \$ 2,100

Employee Training \$ 500

Software training workshops and seminars for new Tax Assessment Clerk

VISION Software Training and Annual User Group Conference \$ 800

Annual training for VISION APPRAISAL Software. This software is the main property valuation software used in the Assessor's office; Vision Appraisal updates its software annually and offers this 2-day conference as the main training event for all users. This request includes overnight accommodations and travel.

Local or National Assessing Officers Conference \$ 800

Various Assessment Organizations (IAAO, NRAAO, RIAAO, MAAO, CAAO) offer local or national seminars and conferences for continuing education of assessment practices. These educational sessions extend from one to three days. This request includes the cost of the educational session, overnight accommodations, and travel.

450-6055 - PROFESSIONAL SERVICES - \$ 500

This value is for specific professional assistance with software/data modifications of the Assessment and Tax Administration software.

SUPPLEMENTAL INFORMATION
FY2023-2024

TAX ASSESSOR (cont'd):

450-6060 - PRINTING & BINDING - \$ 250

Envelopes, Business cards, Field Review Property Record Cards, Special Forms

450-6070 - TRAVEL EXPENSES - \$ 100

Travel reimbursement when a municipal vehicle is unavailable, or travel is close to the employee's home.

450-6075 - SMALL TOOLS & EQUIPMENT - \$1,500

Replacement Measuring Devices	\$	50
Replacement Camera/Supplies	\$	250
Thumb Drives	\$	100
Special Office Equipment – Ergonomic	\$	1,100
	\$	1,500

Tax Assessor TOTAL REQUESTED BUDGET - \$187,767

SUPPLEMENTAL INFORMATION

FY2023 – 2024

455 - GIS:

455-5005 - SALARY - \$104,164

FY24 Salary (CPMA Grade 6B)	\$ 96,003
FY24 Longevity (17 yrs. 8.5%)	\$ 8,161

455-5018 - GIS INTERN – \$0

The intern will aid the GIS Office on special projects. Previously there was another \$6,000 budgeted on this line for Wastewater Department intern. For FY23 budget the department requested to separate the Wastewater Department interns from GIS Interns line item. \$6,000 from this line is being transferred to Wastewater.

455-6015 - DUES & SUBSCRIPTIONS - \$600

GIS/UAV Professional License Fee	\$200
Beach Staff Drone Pilot License Fee	\$400

The cost of dues represents those organizations that the GIS Professional maintains active membership for the enhancement of professional techniques and GIS administration. The cost related to the subscriptions is to maintain professional status as well as remaining current to the new concepts in the ever changing and improving GIS technology. Drone Pilot License is required By FAA Part 107 to legally fly and insure the unmanned aerial vehicles (UAVs).

455-6020 - OPERATING SUPPLIES - \$7,000

Plotter Paper Rolls 24", 36" & 42"	\$600
Plotter Ink	\$600
Repairs & Maintenance	\$400
Boat Maintenance/Fuel	\$300
Boat Winterization	\$700
GPS, UAS Batteries & Survey Supplies	\$1,400
UAS Maintenance and Upgrades	\$3,000

This value is based on the cost of those materials needed to maintain present equipment and procedures.

(UAV) = Unmanned Aerial Vehicle

SUPPLEMENTAL INFORMATION
FY2023 – 2024

GIS (cont'd):

455-6050 - PROFESSIONAL DEVELOPMENT - \$1,800

Northeast ARC Users Group Meeting (NEARC)

This GIS conference contains training designed for local GIS technicians to work through various presentations of technology and project implementation. This is a three-day conference in the northeast; request includes the cost of the conference, overnight accommodations, and travel.

455-6055 - PROFESSIONAL SERVICE - \$7,900

Tide Gauge Software and Web Services	\$1,200
Tide Gauge Cellular Package	\$200
Tide Gauge Maintenance	\$2,500
UAS Software	\$4,000

(UAS) = Unmanned Aerial System. This includes software and hardware for maintenance of the UAVs and processing data collected by the UAVs.

455-6070 - TRAVEL EXPENSES - \$100

Travel costs for meetings, educational sessions and property inspections when not using a Town vehicle.

455-6075 - SMALL TOOLS & EQUIPMENT - \$2,600

Beach/Survey UAS Equipment	\$1,400
Plotter & UAS Equipment	\$500
Misc. Office Equipment	\$700

GIS TOTAL REQUESTED BUDGET - \$124,164

SUPPLEMENTAL INFORMATION
FY 2023-2024

460 - TAX COLLECTOR:

460-5005 - SALARY - \$90,356

Salary	\$ 82,142	
Longevity	\$ 8,214	Original DOH 8/22/90, FT 7/1/92 - 3D
Total	\$ 90,356	

460-5010 - WAGES - \$48,034

Tax Collector's Clerk		
Salary	\$	46,862
Longevity	\$	1,172
Total	\$	48,034

460-6015 - DUES/SUBSCRIPTIONS - \$175

Dues and subscription fees for Tax Collector's associations - Northeast Regional Tax Collector's & Treasurer's Association \$60 (2 @ \$30 for myself and my clerk), RIGFOA \$55 and Rhode Island Tax Collector's Association \$60 (2 @ \$30 for myself and my clerk). (Membership fees are the same per person as 2023 Fiscal Year)

460-6020 - OPERATING SUPPLIES - \$12,000

This account is used to purchase paper and envelopes for the annual Tax Bills as well as our general office supplies, such as paper for delinquent notices, letterhead, business cards, folders, rubber bands, pens and pencils, storage materials, window and regular #10 envelopes, calculator and computer supplies (paper, toner cartridges, adding machine rolls and ribbon) along with the many other miscellaneous office supplies we need to function on a daily basis. We also provide Online Tax Rolls and PDF copies of all Tax Bills, available online through our website. We do purchase additional paper so we can print Bank Bills and Tax Bills in house for pre-paid accounts and new owners, etc.

SUPPLEMENTAL INFORMATION
FY 2023-2024

TAX COLLECTOR (cont'd):

460-6050 – PROFESSIONAL DEVELOPMENT - \$2,000

Attendance to the annual Northeast Regional Tax Collectors & Treasurers Association Conference, request includes travel expenses to the 34th Annual Conference. I am currently an officer on the Board for the NRTCTA and will be required to help with arrangements as well at the actual conference. The site varies to attract more participants. The FY2024 Conference will be held in Delaware. Due to COVID-19, we are providing workshops and training sessions online, each training workshop has a fee, most should run \$20 for members and \$40 for non-members. I have added my assistant to the membership line so she will be able to attend the workshops at the discounted rate. Generally, the conference fees include lodging and most meals. The dates are usually in early to mid-September or late August. If unable to attend the NRTCTA Conference, the funds will be used for other professional development, such as Microsoft Office (Word, Excel), Vision (Collection software) or any other courses needed for my department.

460-6070 - TRAVEL EXPENSE - \$500

Mileage reimbursement for personal car usage while making bank runs for change, if needed, seminars and meetings, as well as conference attendance. The upcoming conference is in Delaware, mileage, if driving would cost at least \$455.

460-6075 - SMALL TOOLS & EQUIPMENT - \$250

This line item provides for filing and organizing as well as other equipment needed by this department. (New receipt printers, bar code scanners, etc.)

Tax Collector TOTAL REQUESTED BUDGET - \$153,315

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.470.5005.000	EXPENDITURE	Town Clerk Salary	\$78,733	\$82,315	\$85,551	\$87,328	\$87,328	\$32,916	\$89,948	\$89,948	\$89,948	\$93,661	\$6,333	7.25%
01.470.5005.002	EXPENDITURE	Town Clerk Longevity	\$7,086	\$7,820	\$8,129	\$8,733	\$8,733	\$3,196	\$8,995	\$8,995	\$8,995	\$9,367	\$634	7.26%
01.470.5010.000	EXPENDITURE	Town Clerk Wages	\$94,127	\$96,364	\$99,841	\$104,346	\$104,346	\$39,330	\$110,654	\$110,654	\$110,654	\$110,654	\$6,308	6.05%
01.470.5010.003	EXPENDITURE	Town Clerk Emp. Longevity	\$5,883	\$6,089	\$5,131	\$2,608	\$2,608	\$983	\$4,231	\$4,231	\$4,231	\$4,231	\$1,623	62.23%
01.470.5025.000	EXPENDITURE	Town Clerk Overtime Wages	\$0	\$597	\$66	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.00%
01.470.6015.000	EXPENDITURE	Dues & Subscriptions	\$450	\$475	\$745	\$850	\$850	\$0	\$905	\$905	\$905	\$905	\$55	6.47%
01.470.6020.000	EXPENDITURE	Operating Supplies	\$2,705	\$2,819	\$1,848	\$2,400	\$2,400	\$188	\$2,400	\$2,400	\$2,400	\$2,400	\$0	0.00%
01.470.6050.000	EXPENDITURE	Professional Development	\$909	\$0	\$1,639	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.00%
01.470.6060.000	EXPENDITURE	Printing & Binding	\$0	\$560	\$770	\$800	\$800	\$0	\$800	\$800	\$800	\$800	\$0	0.00%
01.470.6065.000	EXPENDITURE	Purchased Services	\$16,693	\$22,800	\$15,027	\$23,000	\$23,000	\$6,170	\$23,000	\$23,000	\$23,000	\$23,000	\$0	0.00%
01.470.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$0	\$100	\$100	\$259	\$275	\$275	\$275	\$275	\$175	0.00%
01.470.6075.000	EXPENDITURE	Tools/Equipment	\$693	\$230	\$444	\$450	\$450	\$367	\$450	\$450	\$450	\$450	\$0	0.00%
			\$207,279	\$220,069	\$219,190	\$233,615	\$233,615	\$83,409	\$244,658	\$244,658	\$244,658	\$248,743	\$15,128	6.48%
01.480.5005.000	EXPENDITURE	Town Planner Salary	\$80,701	\$82,315	\$91,541	\$95,537	\$95,537	\$36,612	\$100,863	\$100,863	\$100,863	\$100,863	\$5,326	5.57%
01.480.5005.002	EXPENDITURE	Town Planner Longevity	\$2,018	\$2,058	\$2,393	\$2,388	\$2,388	\$900	\$5,043	\$5,043	\$5,043	\$5,043	\$2,655	111.14%
01.480.5010.000	EXPENDITURE	Town Planner Wages	\$42,439	\$43,836	\$47,950	\$49,769	\$49,769	\$17,802	\$49,731	\$49,731	\$49,731	\$49,731	(\$38)	-0.08%
01.480.5010.002	EXPENDITURE	Town Planner Emp Longevity	\$1,059	\$1,059	\$2,160	\$2,489	\$2,489	\$890	\$0	\$0	\$0	\$0	(\$2,489)	-100.00%
01.480.5025.000	EXPENDITURE	Town Planner Overtime Wages	\$2,004	\$3,404	\$2,129	\$2,500	\$2,500	\$984	\$2,500	\$2,500	\$2,500	\$2,500	\$0	0.00%
01.480.6015.000	EXPENDITURE	Dues & Subscriptions	\$447	\$447	\$483	\$800	\$800	\$563	\$800	\$800	\$800	\$800	\$0	0.00%
01.480.6020.000	EXPENDITURE	Operating Supplies	\$599	\$576	\$413	\$800	\$800	\$155	\$800	\$800	\$800	\$800	\$0	0.00%
01.480.6050.000	EXPENDITURE	Professional Development	\$795	\$150	\$3,009	\$1,000	\$1,000	\$275	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.00%
01.480.6065.000	EXPENDITURE	Purchased Services	\$45	\$0	\$65	\$8,000	\$8,000	\$0	\$8,000	\$8,000	\$4,000	\$4,000	(\$4,000)	-50.00%
01.480.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100	\$0	0.00%
			\$130,105	\$133,845	\$150,142	\$163,383	\$163,383	\$58,181	\$168,837	\$168,837	\$164,837	\$164,837	\$1,454	0.89%
01.490.4920.000	EXPENDITURE	Miscellaneous Supplies	\$9,181	\$10,423	\$9,675	\$10,500	\$10,500	\$3,216	\$12,500	\$12,500	\$12,500	\$12,500	\$2,000	19.05%
01.490.4925.000	EXPENDITURE	Communications	\$43,256	\$42,109	\$75,296	\$70,000	\$70,000	\$49,949	\$75,000	\$75,000	\$75,000	\$75,000	\$5,000	7.14%
01.490.4935.000	EXPENDITURE	Advertising	\$50,982	\$42,506	\$63,490	\$54,450	\$54,450	\$26,890	\$63,490	\$63,490	\$63,490	\$63,490	\$9,040	16.60%
01.490.4945.000	EXPENDITURE	Postage	\$21,128	\$19,262	\$22,641	\$23,925	\$23,925	\$9,133	\$23,925	\$23,925	\$23,925	\$23,925	\$0	0.00%
01.490.4950.000	EXPENDITURE	Computer Maint & Upgrades	\$181,248	\$169,491	\$110,189	\$162,500	\$162,500	\$93,108	\$202,745	\$202,745	\$202,745	\$202,745	\$40,245	24.77%
01.490.4955.000	EXPENDITURE	Pool Vehicle Maintenance	\$9,682	\$6,014	\$14,249	\$13,200	\$13,200	\$5,782	\$14,300	\$14,300	\$14,300	\$14,300	\$1,100	8.33%
01.490.4970.000	EXPENDITURE	Equipment Rental/Leases	\$20,244	\$19,528.24	\$14,256.14	\$21,000	\$21,000	\$16,857	\$22,020	\$22,020	\$22,020	\$22,020	\$1,020	4.86%
01.490.4980.000	EXPENDITURE	Codification Update	\$2,404	\$1,195.00	\$3,055.97	\$4,400	\$4,400	\$2,725	\$21,500	\$21,500	\$21,500	\$21,500	\$17,100	388.64%
01.490.5010.000	EXPENDITURE	Wages	\$17,588	\$44,341.54	\$22,617.53	\$42,801	\$42,801	\$4,286	\$43,764	\$43,764	\$43,764	\$43,764	\$963	2.25%
01.490.5010.003	EXPENDITURE	Longevity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.490.6065.000	EXPENDITURE	Purchased Services	\$1,877	\$893.76	\$0.00	\$1,600	\$1,600	\$0	\$1,600	\$1,600	\$1,600	\$1,600	\$0	0.00%
			\$357,591	\$355,763	\$335,469	\$404,376	\$404,376	\$211,946	\$480,844	\$480,844	\$480,844	\$480,844	\$76,468	18.91%

SUPPLEMENTAL INFORMATION
FY2023-2024

470 - TOWN CLERK:

470-5005 - SALARY - \$103,028

Base Salary	\$93,661
Longevity	\$ 9,367 (21 yrs. employment)
Total	\$103,028

470-5010 - WAGES - \$114,885

Deputy Town Clerk I

Base Salary	\$58,581 (Foreman II/Police Secretary, Step 2)
Longevity	\$ 2,929 (10 yrs. employment)
Total	\$61,510

Deputy Town Clerk II

Base Salary	\$52,073 (Deputy Town Clerk, Step 3)
Longevity	\$ 1,302 (7 yrs. employment)
Total	\$53,375

470-5025 - OVERTIME WAGES - \$1,000

Per the Teamsters Local 251 contract, there is a 4-hour minimum at time and one-half for the full-time staff in the bargaining unit. This figure provides for attendance of a Deputy at meetings/workshops and at an election/town financial referendum (There will be a minimum of 2 Local Elections during this fiscal year.)

470-6015 – DUES/SUBSCRIPTIONS - \$905

RI City & Town Clerk's Association - \$150 (Town Clerk, 2 Deputies)
NE Association of City and Town Clerks - \$85 (Town Clerk, 2 Deputies)
International Institute of Municipal Clerks Association - \$250 (Town Clerk, 1 Deputy)
Subscription - Westerly Sun - \$420

It is important for the Town Clerk to maintain membership in these professional organizations to enhance practices and procedures in the Town Clerk's Office. The subscription to the Westerly Sun is maintained to verify the legal ads placed for Probate and Council meetings, per Charter requirements.

SUPPLEMENTAL INFORMATION
FY2023-2024

470 - TOWN CLERK (cont'd):

470-6020 - OPERATING SUPPLIES - \$2,400

Supplies for the operation of the Town Clerk's office: Probate folders, toner cartridges, archival envelopes for plat maps, tape recording cassettes, receipt paper, binders for Board/Commission minutes, general office supplies.

470-6050 - PROFESSIONAL DEVELOPMENT - \$2,000

\$240 is earmarked for attendance at quarterly Town Clerk meetings and education seminars - both are required for education credit for certification for the Town Clerk as a Master Municipal Clerk (\$30 each for the Town Clerk and 1 Deputy, per meeting).

\$835 is earmarked for the New England City and Town Clerks' Association Annual Conference to be held in Newport, RI in November of 2024.

\$925 - New England Municipal Clerk's Institute, Year 2 (for newly hired Deputy II).

470-6060 - PRINTING AND BINDING - \$ 800

Tax Books - \$700, letterhead, receipt books \$100.

470-6065 - PURCHASED SERVICES - \$ 23,000

Processing of Land Evidence records and plat maps. Microfilming of Probates, Town Council Minutes, and Honorable Discharges. This amount is offset by revenue received from land evidence recording and probate filings. Software updates were installed in January 2023.

470-6070 - TRAVEL EXPENSE - \$275

Mileage reimbursement round trip to Plymouth State University for the New England Municipal Clerk's Institute (Deputy, Year 2).

470-6075 - TOOLS AND EQUIPMENT - \$ 450

Miscellaneous office equipment upgrades and/or repairs.

Town Clerk TOTAL REQUESTED BUDGET - \$248,743

SUPPLEMENTAL INFORMATION
FY 2023 – 2024

480 - TOWN PLANNER:

480-5005 - SALARY - \$105,906

Salary	\$100,863	
Longevity	\$5,043	10 years of service, 5%

480-5010 - WAGES - \$49,731

Salary	\$49,731
Longevity	\$ 0

Planning Assistant Wages:

The Planning Assistant position serves as primary support for the Town Planner as well as the elected Planning Commission. Responsibilities include administrative and specialized clerical work in support of the department's operations, including all public meetings of the Planning Commission. Duties include answering email, phone and walk-in inquiries about planning processes and regulations, as well as providing the status of proposed subdivisions and land development projects, and other projects managed or reviewed by the department. The position requires a general knowledge of the subdivision regulations and procedures and the town comprehensive plan, as well as detailed knowledge of the RI Open Meetings Act. Mastery of the electronic programs that manage meeting agendas, application material and minutes is necessary. The Planning Assistant also manages the department webpage and the department budget, is responsible for completing CDBG applications, and is the town's E-911 Municipal Liaison.

480-5025 - OVERTIME WAGES - \$2,500

The Planning Commission has a regular meeting on the fourth Wednesday of every month, and a workshop or special meeting on the second Wednesday of every month. There is a minimum of two meetings scheduled for most months (with the possible exception of a holiday month) and often three meetings if there is a need to schedule an additional meeting for an applicant due to time period requirements. The overtime requested is to cover the Planning Assistant for 24 (+/-) Planning Commission regular meetings and workshop or special meetings.

480-6015 - DUES & SUBSCRIPTIONS - \$800

American Planning Association National and Rhode Island Chapter dues and membership dues for the American Institute of Certified Planners (AICP) (\$500), and professional journals and research materials for the department (\$300).

SUPPLEMENTAL INFORMATION
FY 2023 – 2024

TOWN PLANNER (cont'd):

480-6020 - OPERATING SUPPLIES - \$800

Stationary, paper and labels; binders, notebooks and filing supplies; highlighters, pens, and pencils; portable data storage (flash drives); boxes for storage; and other miscellaneous office equipment used by the Planning Department.

480-6050 - PROFESSIONAL DEVELOPMENT - \$1,000

Conference attendance fees and training sessions including the National APA Conference; the APA Southern New England Planning Conference; Grow Smart training sessions; and other various professional development opportunities in the region. Ongoing professional development is necessary in the community planning field and representation at various professional events in the region is an asset to the Town of Charlestown.

480-6065 - PURCHASED SERVICES - \$4,000

Procurement of professional consultant services, to provide technical expertise to the Planning Commission and assistance to the Town Planner on an as-needed basis. Due to the number and complexity of applications before the Planning Commission, as well as the undertaking of special projects that will continue into the foreseeable future (commercial design standards, zoning review, climate resiliency) in addition to a number of enforcement issues that have arisen that are the duty of the Town Planner as the Administrative Officer for Charlestown, the Planning Department requires professional assistance on occasions when the work load increases or a specific technical issue comes up. In the absence of a town engineer and/or staff planner, the Planning Department requires outside professional expertise. The town currently has an agreement with the consulting firm of Weston and Sampson to provide engineering, planning and scientific support as needed, but the Town Planner could make use of any available person or firm that provides the necessary expertise.

480-6070 - TRAVEL EXPENSE - \$100

Business related travel for Town Planner and Planning Assistant.

Town Planner TOTAL REQUESTED BUDGET - \$164,837

SUPPLEMENTAL INFORMATION
FY 2023-2024

490- CENTRAL SERVICES:

490-4920 - MISCELLANEOUS SUPPLIES - \$12,500

Includes copy paper, printing supplies and general office supplies for use in Town Hall as well as check stock and bank deposit slips. Also, included in this line item is bottled water service at the police station, animal control office and for the department of public works.

490-4925 - COMMUNICATIONS - \$75,000

Includes Town cell phones, Mifi, Air Cards Security Cameras (Verizon Wireless). OSHEAN Internet Town Wide. Cox Internet, phone and cable at Animal Control and Town Hall. Additional services are for security cameras located on Town properties, credit cards systems at the CRCC and both Town beaches, computer equipment and the New Harbor Group communication services.

OSHEAN Internet - \$12,384 (\$6,000 Town Hall, \$6,000 Police Station, \$384 Public Access Space)

Cox Phone & Cox Internet Locations :

Town Hall (12 month @ avg of \$1,125 = \$13,500)

Animal Control (12 month @ avg of \$140 = \$1,680)

Verizon FIOS - Blue Shutters (12 month @ avg of \$99= \$1,118)

Verizon Wireless - Town Cellular Devices, Mifi, Air Cards & Security Cameras. Additional lines to support the Town's E-Permitting Software and additional lines to support the Town beaches (70 active lines - 12 months @ avg of \$2,200 = \$26,400)

New Harbor (PR Firm) - Contracted at 12 months @ \$1,500 = \$18,000

This line item also contains the funds for the Town's contractual cell phone reimbursement program.

490-4935 - ADVERTISING - \$63,490

Expenses related to all print and internet advertising for legal, town council agendas/meetings and ordinances changes, job applicants, probate, and bid advertising, etc.

Advertising is also required for the procurement of goods, services and equipment over \$5,000. Increase is due to the Westerly Sun increase in cost to legal ads due to less subscribers and increase in overall ad size for legal and agenda postings.

490-4945 - POSTAGE - \$23,925

Cost for Department postage needs (FY24 increase anticipated from USPS on metered mail and certified mailings) including tax bills, notices, certified mailings, and Town Pipeline distribution. The Town receives a reduced postage rate through a postage machine which can accommodate a portion of the Town's mailing. Reduced postage represents approximately \$12,000 annually.

SUPPLEMENTAL INFORMATION
FY 2023-2024

490-4950 - COMPUTERS & MAINTENANCE - \$202,745

Purchase of computer hardware, upgrades, and maintenance with contracts for all departments except for the Police Department.

Computer Hardware	\$	20,000	
Computer Software	\$	3,000	
Consultants	\$	7,000	
*Software Maintenance Agreements	\$	172,745	* Reference allocation table on page 8G.
Total \$		202,745	

Regarding consultants, the flexibility to allow for an on-call company to come in and provide services, the plans, policies, procedures, and technical measures that enable the recovery of IT operations after an unexpected incident. The consultant's services include network engineering, solution architects, infrastructure engineering and cloud engineering.

Software Maintenance Agreements (Current):

Vision Government Solutions:	CAMA Software (Licensing & Support)	\$9,500
	CAMA GIS Online Modeling	\$1,000
	CAMA Software Cloud Hosting	\$7,500
	Web Hosting	\$3,230
	Tax Admin & Tax Collections	\$11,870
Tyler Technologies	School ERP Pro (Accounting Software)	\$28,000
Gibarco, Inc	Gasboy	\$250
Avenet	GovOffice - Town Web page	\$2,950
Town Clerk Software	Probate, Dog License, Business License	\$1,880
Accela/ IQM2	Planning Agendas, Minutes, Video Streaming	\$16,750
GIS	ESRI - ArcGIS & Arc View	\$5,555
	Drone Software	\$3,000
Web GIS	New England Geo Systems	\$5,500
International Code Council permitting Software	DigEplan	\$2,000
	State Integration/RIDLT/RICRB	\$3,000
	Municipality5 (Web Portal for permitting)	\$11,065
EmergencyComm. Network Inc.	Code Red	\$6,000
	I Am Responding	\$300
MyRec.com	Parks & Recreation Attendance & Collections System	\$3,395
Curia Systems	Municipal Court	\$6,000
ADP	Employee Payroll	\$44,000
Total:		\$172,745

*Payroll services cost approx. \$3,700/mos. and was previously budgeted in the Town Treasurer's Purchased Services.

SUPPLEMENTAL INFORMATION
FY 2023-2024

CENTRAL SERVICES (cont'd):

490-4955 - POOL VEHICLE MAINTENANCE - \$14,300

Gasoline usage and general repairs for nine vehicles used by Town Hall staff including Recreation, Tax Assessor, Building Official, GIS, Wastewater, Town Planner and Animal Control Officer.

490-4970 - EQUIPMENT LEASE/RENTAL - \$22,020

Postage Machine Lease and Maintenance (2 locations)	\$4,000 (Town Hall and Police Station Locations)
Copy Machine - Town Hall (Administration)	\$9,500
Copy Machine - Town Hall (Building)	\$6,470
Copy Machine - Town Hall (Tax Office)	\$2,050
Total:	\$22,020 <i>*Total does not include copy machine at the police station.</i>

490-4980 - CODIFICATION UPDATE - \$21,500

Ordinances approved by Council and sent to General Code for inclusion in the Town Code of Ordinances and Planning records. The increase represents Comprehensive Recodification project.

490-5010 - TOWN HALL FLOATER WAGES - \$43,764

490-6065 - PURCHASED SERVICES - \$1,600

This line item funds document shredding expense for municipal departments.

Central Services TOTAL REQUESTED BUDGET - \$480,844

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.510.4925.000	EXPENDITURE	Police Communications	\$17,310	\$19,259	\$10,951	\$19,500	\$19,500	\$4,850	\$20,000	\$20,000	\$20,000	\$20,000	\$500	2.56%
01.510.4945.000	EXPENDITURE	Postage	\$0	\$195	\$195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.510.4950.000	EXPENDITURE	Computer Maintenance	\$24,303	\$24,677	\$32,431	\$30,000	\$30,000	\$10,181	\$30,000	\$30,000	\$30,000	\$30,000	\$0	0.00%
01.510.4970.000	EXPENDITURE	Equipment Rental/Leases	\$4,214	\$4,015	\$3,916	\$5,800	\$5,800	\$4,425	\$6,000	\$6,000	\$6,000	\$6,000	\$200	3.45%
01.510.4975.000	EXPENDITURE	Equipment Maint/Contracts	\$45,767	\$53,344	\$57,993	\$72,000	\$72,000	\$41,644	\$76,045	\$76,045	\$76,045	\$76,045	\$4,045	5.62%
01.510.5000.000	EXPENDITURE	Police Chief Salary	\$103,455	\$102,485	\$109,785	\$114,762	\$114,762	\$45,587	\$118,205	\$118,205	\$118,205	\$118,205	\$3,443	3.00%
01.510.5000.002	EXPENDITURE	Police Chief Longevity	\$9,806	\$9,809	\$10,402	\$11,476	\$11,476	\$4,326	\$11,821	\$11,821	\$11,821	\$11,821	\$345	3.00%
01.510.5005.000	EXPENDITURE	Police Salaries	\$1,341,121	\$1,398,155	\$1,518,133	\$1,535,310	\$1,535,310	\$606,655	\$1,610,581	\$1,610,581	\$1,560,580	\$1,560,580	\$25,270	1.65%
01.510.5005.002	EXPENDITURE	Police Longevity	\$69,203	\$74,768	\$64,577	\$95,878	\$95,878	\$27,025	\$97,773	\$97,773	\$97,773	\$97,773	\$1,895	1.98%
01.510.5010.000	EXPENDITURE	Dispatch Wages	\$169,980	\$187,714	\$201,041	\$199,560	\$199,560	\$78,372	\$206,798	\$206,798	\$206,798	\$206,798	\$7,238	3.63%
01.510.5010.001	EXPENDITURE	Police Secretary Wages	\$49,242	\$45,632	\$51,918	\$54,579	\$54,579	\$20,568	\$58,581	\$58,581	\$58,581	\$58,581	\$4,002	7.33%
01.510.5010.003	EXPENDITURE	Dispatcher Longevity Pay	\$11,753	\$9,874	\$10,274	\$11,896	\$11,896	\$4,507	\$12,489	\$12,489	\$12,489	\$12,489	\$593	4.98%
01.510.5010.006	EXPENDITURE	Police Sec Longevity Wages	\$4,239	\$4,563	\$5,191	\$5,458	\$5,458	\$2,057	\$5,858	\$5,858	\$5,858	\$5,858	\$400	7.33%
01.510.5010.007	EXPENDITURE	Accreditation Admin Assistant	\$11,377	\$17,125	\$17,720	\$20,748	\$20,748	\$7,055	\$21,370	\$21,370	\$21,370	\$21,370	\$622	3.00%
01.510.5012.000	EXPENDITURE	Police Custodians Wages	\$32,999	\$40,450	\$24,835	\$41,496	\$41,496	\$8,768	\$42,741	\$42,741	\$42,741	\$42,741	\$1,245	3.00%
01.510.5025.000	EXPENDITURE	Police Overtime Wages	\$276,592	\$219,935	\$257,962	\$230,000	\$230,000	\$128,015	\$240,000	\$240,000	\$240,000	\$240,000	\$10,000	4.35%
01.510.5025.001	EXPENDITURE	Dispatcher Overtime Wages	\$32,232	\$44,691	\$48,162	\$30,000	\$30,000	\$35,814	\$35,000	\$35,000	\$35,000	\$35,000	\$5,000	16.67%
01.510.5030.000	EXPENDITURE	Police Holiday Pay	\$99,043	\$94,241	\$83,144	\$101,011	\$101,011	\$34,711	\$96,000	\$96,000	\$96,000	\$96,000	(\$5,011)	-4.96%
01.510.5030.001	EXPENDITURE	Dispatcher Holiday Pay	\$15,127	\$14,989	\$16,858	\$14,989	\$14,989	\$6,303	\$20,000	\$20,000	\$20,000	\$20,000	\$5,011	33.43%
01.510.5035.000	EXPENDITURE	Police Temporary Pay	\$9,661	\$32,181	\$29,360	\$38,000	\$38,000	\$14,448	\$40,000	\$40,000	\$40,000	\$40,000	\$2,000	5.26%
01.510.5040.000	EXPENDITURE	Police Detail Pay	\$13,708	\$8,466	(11,663.86)	\$0	\$0	\$7,117	\$0	\$0	\$0	\$0	\$0	0.00%
01.510.5070.000	EXPENDITURE	Police Uniforms	\$30,482	\$39,750	\$28,276	\$36,000	\$36,000	\$15,275	\$32,000	\$32,000	\$32,000	\$32,000	(\$4,000)	-11.11%
01.510.6005.000	EXPENDITURE	Police Training	\$12,531	\$11,075	\$16,086	\$20,000	\$20,000	\$4,942	\$20,000	\$20,000	\$20,000	\$20,000	\$0	0.00%
01.510.6010.000	EXPENDITURE	Police Tuition Reimbursement	\$31,965	\$35,870	\$1,369	\$16,000	\$11,000	\$2,668	\$12,000	\$12,000	\$12,000	\$12,000	\$1,000	9.09%
01.510.6015.000	EXPENDITURE	Dues & Subscriptions	\$1,261	\$795	\$1,311	\$1,500	\$1,500	\$216	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.00%
01.510.6020.000	EXPENDITURE	Operating Supplies	\$8,406	\$8,332	\$6,607	\$12,500	\$12,500	\$4,797	\$12,500	\$12,500	\$12,500	\$12,500	\$0	0.00%
01.510.6025.000	EXPENDITURE	Operating Supply/Vehicle	\$43,765	\$51,352	\$58,983	\$82,000	\$82,000	\$37,646	\$82,960	\$82,960	\$82,960	\$82,960	\$960	1.17%
01.510.6040.000	EXPENDITURE	Maintenance & Repairs	\$39,436	\$29,738	\$29,871	\$32,000	\$32,000	\$13,717	\$32,000	\$32,000	\$32,000	\$32,000	\$0	0.00%
01.510.6050.000	EXPENDITURE	Professional Development	\$217	\$0	\$1,140	\$2,500	\$2,500	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$0	0.00%
01.510.6052.000	EXPENDITURE	Police Accreditation	\$0	\$1,500	\$1,500	\$12,000	\$12,000	\$2,000	\$12,000	\$12,000	\$12,000	\$12,000	\$0	0.00%
01.510.6055.000	EXPENDITURE	Professional Services	\$354	\$3,234	\$2,950	\$4,800	\$9,800	\$6,637	\$6,000	\$6,000	\$6,000	\$6,000	(\$3,800)	-38.78%
01.510.6065.000	EXPENDITURE	Purchased Services	\$16,848	\$11,693	\$13,487	\$14,000	\$14,000	\$10,106	\$14,000	\$14,000	\$14,000	\$14,000	\$0	0.00%
01.510.6070.000	EXPENDITURE	Travel Expense	\$214	\$0	\$184	\$350	\$350	\$0	\$350	\$350	\$350	\$350	\$0	0.00%
01.510.6075.000	EXPENDITURE	Tools/Equipment	\$21,276	\$19,944	\$21,274	\$23,000	\$23,000	\$4,207	\$23,000	\$23,000	\$23,000	\$23,000	\$0	0.00%
01.510.6165.000	EXPENDITURE	Repairs & Maint - Facility	\$22,529	\$33,540	\$23,982	\$22,850	\$22,850	\$9,032	\$30,000	\$30,000	\$25,000	\$25,000	\$2,150	9.41%
01.510.6195.000	EXPENDITURE	Utilities	\$50,319	\$48,224	\$82,479	\$72,500	\$72,500	\$23,432	\$82,000	\$82,000	\$82,000	\$82,000	\$9,500	13.10%
			\$2,620,736	\$2,701,614	\$2,832,682	\$2,984,463	\$2,984,463	\$1,227,103	\$3,112,072	\$3,112,072	\$3,057,071	\$3,057,071	\$72,608	2.43%

SUPPLEMENTAL INFORMATION
FY 2023-2024

510 - POLICE DEPARTMENT

510-4925 - COMMUNICATIONS - \$20,000

Police telecommunications services and Cox internet for emergency dispatching center and all department offices.

510-4950 - COMPUTER MAINTENANCE - \$30,000

Computer licensing, hardware and necessary upgrades to desktops, laptops, and mobile data terminals (fleet). Building security devices, IT technical services, maintenance, and repairs. Includes facility surveillance technology, CCTV system and proximity security system maintenance.

510-4970 - EQUIPMENT RENTAL/LEASE - \$ 6,000

Rental of main copy machine and electronic postage meter expenses.

510-4975 - EQUIPMENT CONTRACTS / MAINTENANCE - \$76,045

Investigative Software BERLA	\$3,250
Central Square (Tri - Tech) RMS System	\$18,000
Carousel Telephone Recordings	\$4,240
Power DMS (Training/Accreditation)	\$6,355
All Traffic Solutions (Remote Services)	\$1,200
Higgins ID Card Device PM	\$600
Lexipol (Police - One)	\$2,500
HVAC Quarterly Building PM	\$7,000
Griggs & Browne	\$400
Fire Alarm Inspections (Johnson Controls)	\$4,700
Elevator Inspections	\$4,300
Acorn Digital Recording System	\$2,150
Lexis Nexis (Accurint)	\$800
LEFTA	\$4,400
Cellebrite Investigative Software	\$4,400
System Works (Police DTS) Software	\$6,000
CPD Gmail (Maven Wave Partners)	\$5,750
Total:	\$76,045

SUPPLEMENTAL INFORMATION
FY 2023-2024

Police Department (cont'd):

510-5000 - ADMINISTRATION SALARY - \$130,026

Chief of Police Salary (effective 07/01/23): \$118,205 Chief of Police Longevity: \$11,821

510-5005 - POLICE OFFICER SALARIES - \$1,658,353

Sworn officer salaries for Lieutenants, Sergeants, Detectives and Patrol Officers. It includes a proposal of one (1) additional sworn probationary officer above the current CBA requirement of nineteen (19), to address increasing overtime and staffing problems.

Rank	Salary	Longevity	Total Wages
Lieutenant	\$96,027	\$9,603	\$105,630
Lieutenant	\$96,027	\$9,603	\$105,630
Sergeant	\$87,685	\$8,330	\$96,015
Sergeant	\$87,685	\$6,138	\$93,823
Sergeant	\$87,685	\$7,453	\$95,138
Sergeant	\$85,167	\$7,239	\$94,406
Detective	\$82,833	\$8,283	\$91,116
Detective	\$82,833	\$7,869	\$90,702
Patrolman	\$79,356	\$7,936	\$87,292
Patrolman	\$79,356	\$7,936	\$87,292
Patrolman	\$79,356	\$2,777	\$82,133
Patrolman	\$79,356	\$2,381	\$81,737
Patrolman	\$79,356	\$1,984	\$81,340
Patrolman	\$79,356	\$3,174	\$82,530
Patrolman	\$79,356	\$2,381	\$81,737
Patrolman	\$79,356	\$2,381	\$81,737
Patrolman	\$79,356	\$2,305	\$81,661
Patrolman	\$63,479	\$0	\$63,479
Patrolman	\$63,479	\$0	\$63,479
Patrolman	\$63,479	\$0	\$63,479
Total Police Officer Salary:			\$1,708,353

There are potential savings, approximately (\$50,000), due to status of employment within the department.

SUPPLEMENTAL INFORMATION
FY 2023-2024

Police Department (cont'd):

510-5010 - WAGES (DISPATCHERS AND SECRETARIES) - \$305,096

Position	Wages	Longevity	Total
Secretary	\$58,581	\$5,858	\$64,439
Dispatcher	\$55,333	\$5,333	\$60,866
Dispatcher	\$55,333	\$5,333	\$60,866
Dispatcher	\$47,441	\$1,423	\$48,864
Dispatcher	\$47,441	\$0	\$47,441
Dispatch Coordinator Stipend	\$1,250	\$0	\$1,250
Accreditation - Training Administrative Assistant:	Wage x 38 hrs./26 pays	\$0	\$21,370
TOTAL			\$305,096

510-5012 - CUSTODIAN(S) WAGES - \$42,741

Custodian - Building Maintenance Personnel which includes two (2) part-time staff (19 hours each) paid hourly to cover 7 days/365.

Per hour	Total # of hours	26 Pays	Total:
Wage	38	\$1,644	\$42,741

510-5025 - OVERTIME - \$275,000

Overtime funding is used to cover sworn officer absences caused by the use of vacation, sick and/or personal leave, officer injuries and any minimum staffing requirements. The overtime line also covers mandatory dispatcher backfills and agency court attendance costs needs. Agency overtime needs may fluctuate with unanticipated staffing shortages, states of emergency, and increases in seasonal demands on public safety services in any given fiscal year.

SUPPLEMENTAL INFORMATION
FY 2023-2024

Police Department (cont'd):

510-5030 - HOLIDAY PAY - \$116,000

All Police Department personnel receive holiday pay in addition to their regular pay for each of 12 contract holidays with the exception of the Dispatchers who receive 13. If officers are scheduled to work, they get time and one half, in addition to their regular day's pay. If they are on a scheduled day off, they get an extra day's pay. Based on the 4 days on/two days off work schedule they work on the average 2 out of every 3 holidays. This would make for 8 holidays at time and one half and 4 at straight time.

510-5035 - TEMPORARY STAFF PAY - \$40,000

This line is used to pay permanent part-time and per-diem Dispatcher(s), Special Police Officers and Traffic Constables when working directly for the Town at town detail rate or set hourly rate. In FY24 there is a proposal to increase the permanent part-time dispatcher rate to \$24/hr. from \$21/hr. This line also funds the annual costs associated with police beach details at both Town beaches.

510-5070 - UNIFORMS THROUGH PAYROLL - \$32,000

Uniform clothing allowances for full-time Police Officers per FOP 40 contract, and the Police Dispatchers per Local 808 contract.

510-6005 - TRAINING - \$20,000

This line item funds the agency's program of continual training of personnel in all high liability areas of law enforcement and emergency services. Training in many disciplines is required by state law, in addition, training is necessary in order to maintain compliance with industry best practices. This line includes travel and/or accommodations where necessary. Maintenance of the agency's RIPAC accreditation requires sworn officers and civilian staff to participate in an increasing number of industry related trainings, certification, and recertification annually and bi-annually.

510-6010 - TUITION REIMBURSEMENT - \$12,000

This line item is used to pay or reimburse officers for eligible college course expenses in the area of; administration of justice or criminal justice related programs as provided for under the RI police officers incentive program. Rhode Island General Law 42-28.1-3 mandates that cities or towns reimburse for tuition and expenses for college courses in these job specific areas. The investment in continuing education of CPD's law enforcement officers increases the agency's overall professionalism while reducing municipal liability. 6 Courses x \$2,000 each (Estimated).

SUPPLEMENTAL INFORMATION
FY 2023-2024

Police Department (cont'd):

510-6015 DUES & SUBSCRIPTIONS - \$1,500

This item is used for the payment of dues for department members to belong to professional organizations and associations as well as for the payment of professional journals, newsletters, manuals, and law enforcement publications.

510-6020 OPERATING SUPPLIES - POLICING PROGRAMS - \$12,500

These funds are used to purchase and maintain the agency's office supplies which are necessary for effective and efficient departmental operations. In addition, this line funds the agency's rapidly evolving community policing program and initiatives.

510-6025 - OPERATING SUPPLIES - VEHICLES/GENERATOR - \$82,960

This line item is used for the purchase of such items as gasoline, diesel fuel, tires, etc. The department uses on average of 1,445 gallons of gasoline per month, in addition to approximately 95 gallons of diesel. Prices will change with current world oil market fluctuations. Approximate usages and costs.

Gas	1,445	12	\$4.00/gal	\$69,360
Diesel	95	12	\$4.00/gal	\$4,560

The police cruisers require an average of two (2) sets of tires per year; while administrative vehicles use approximately one (1) set annually. The department benefits from government pricing on tires. In addition, the agency keeps a supply of mechanical fluids on hand in the garage.

Number	Estimated Cost	TOTAL
Tires (48)	\$160.00	\$7,680

Supplies: Oil, Washer Fluid, Antifreeze, etc. \$1,360

510-6040 - POLICE CRUISER MAINTENANCE & REPAIR - \$32,000

These funds are used for the repair, maintenance, and replacement of all motor vehicle fleet related equipment for the department.

SUPPLEMENTAL INFORMATION
FY 2023-2024

Police Department (cont'd):

510-6050 - PROFESSIONAL DEVELOPMENT - \$2,500

This line is used for the Chief of Police to attend a program of continuing education in management, leadership, and executive development. The line also covers the cost of travel and attendance to IACP and RICPA conferences.

510-6052 - POLICE ACCREDITATION - \$12,000

This line is used to pay annual dues to the Rhode Island Police Accreditation Commission (RIPAC) in order to maintain the agency's accreditation credentials. In addition, the line funds the annual police accreditation incentive stipend(s) required by the FOP CBA.

510-6055 - PROFESSIONAL SERVICES - \$6,000

These funds are used to cover the costs associated pre-employment testing (to include written examinations, background investigation, and psychological examinations). In addition, they cover the costs associated with maintaining the agency's professional standards through costly fitness for duty evaluations (FFDE), independent medical examinations, drug screening and other early intervention-oriented services. This line is also used to cover startup costs associated with recruitment and/or lateral transfer of newly hired police officers; the costs associated with new recruits attending the RI Municipal Police Academy; and the outfitting of new police officers with uniforms and equipment.

510-6065 - PURCHASED SERVICES - \$14,000

Firearm Range Fees	\$2,500
Police Uniform Cleaning	\$9,000
Rubbish Removal Service	\$2,000
Prisoner Meals	\$500

510-6070 - TRAVEL - \$350

Costs associated with Department members traveling (i.e., EZ Passes) to obtain training and/or continued education, which may not be available in the local area.

SUPPLEMENTAL INFORMATION
FY 2023-2024

Police Department (cont'd):

510-6075 - TOOLS AND EQUIPMENT - \$23,000

These funds are used to purchase police related equipment and/or to complete repairs to existing equipment. In addition, this line funds janitorial supplies and maintenance equipment repairs.

Detective Investigative Equipment & Supplies	\$2,500
Patrol Operations Equipment & Supplies	\$4,000
Janitorial Supplies & Maintenance Equipment	\$4,000
Ammunition and Firearm Repair	\$10,000
Facility Maintenance, Equipment & Repairs	\$2,500

510-6165 - REPAIRS & MAINTENANCE - \$25,000

Estimated expenses for preventative maintenance and repairs to police headquarters to include: the emergency generators (2), the base and mobile police radios/antennas, the HVAC system, septic services, gas/diesel fuel system, station plumbing, electrical and carpentry repairs.

Storm Guardian Shutters PM	\$1,700
Police Dispatch Equipment Repairs	\$2,000
Septic Cleaning and Maintenance	\$500
Emergency Generator (2) PM and Repair	\$1,600
HVAC Maintenance and Repair	\$15,000
Plumbing, Electrical, Carpentry Services	\$2,500
Fuel System Maintenance and Repair	\$1,000

510-6195 - UTILITIES - \$82,000

Electricity	\$36,000
Number 2 Heating Fuel (11,500-gallon x 4.00)	\$46,000

Police Department TOTAL REQUESTED BUDGET - \$3,057,071

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPEDITURE DETAIL

			FY2020	FY2021	FY2022	FY2023	FY2023	FY2023 Actual	FY2024		FY2024	FY2024		%
Account	Account Type	Description	Audited	Audited	Audited	Approved	Amended Budget	as of Dec 31, 2022	Dept. Request	FY2024 Town Administrator	Budget Commission	Town Council	\$ Increase Over PY	Increase of PY
01.520.5005.000	EXPENDITURE	Building/Zoning Official Salary	\$90,494	\$95,203	\$101,531	\$106,114	\$106,114	\$39,997	\$109,297	\$109,297	\$109,297	\$109,297	\$3,183	3.00%
01.520.5005.002	EXPENDITURE	Building/Zoning Official Longevity	\$2,262	\$4,760	\$5,347	\$5,306	\$5,306	\$2,000	\$5,465	\$5,465	\$5,465	\$5,465	\$159	3.00%
01.520.5010.000	EXPENDITURE	Building Department Wages	\$144,295	\$154,344	\$163,484	\$167,087	\$167,087	\$62,979	\$179,305	\$179,305	\$179,305	\$179,305	\$12,218	7.31%
01.520.5010.003	EXPENDITURE	Building Department Emp Longevity	\$0	\$0	\$12	\$1,516	\$1,516	\$571	\$2,849	\$2,849	\$2,849	\$2,849	\$1,333	0.00%
01.520.5015.000	EXPENDITURE	Building Department Part-time Field Inspector	\$10,473	\$11,662	\$12,006	\$15,313	\$15,313	\$4,618	\$15,772	\$15,772	\$15,772	\$15,772	\$459	3.00%
01.520.5025.000	EXPENDITURE	Building Department Overtime Wages	\$3,143	\$3,811	\$4,189	\$4,500	\$4,500	\$1,638	\$4,500	\$4,500	\$4,500	\$4,500	\$0	0.00%
01.520.6015.000	EXPENDITURE	Dues & Subscriptions	\$425	\$389	\$940	\$800	\$800	\$146	\$800	\$800	\$800	\$800	\$0	0.00%
01.520.6020.000	EXPENDITURE	Operating Supplies	\$1,461	\$1,381	\$777	\$1,400	\$1,400	\$417	\$1,400	\$1,400	\$1,400	\$1,400	\$0	0.00%
01.520.6050.000	EXPENDITURE	Professional Development	\$929	\$281	\$1,620	\$2,500	\$2,500	\$0	\$4,500	\$4,500	\$4,500	\$4,500	\$2,000	80.00%
01.520.6065.000	EXPENDITURE	Purchased Services	\$8,120	\$12,120	\$16,224	\$14,500	\$14,500	\$5,696	\$14,500	\$14,500	\$14,500	\$14,500	\$0	0.00%
01.520.6070.000	EXPENDITURE	Travel Expense	\$434	\$0	\$0	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$0	0.00%
01.520.6075.000	EXPENDITURE	Tools/Equipment	\$0	\$205	\$0	\$400	\$400	\$0	\$400	\$400	\$400	\$400	\$0	0.00%
			\$262,037	\$284,156	\$306,130	\$319,936	\$319,936	\$118,062	\$339,288	\$339,288	\$339,288	\$339,288	\$19,352	6.05%
01.530.5010.000	EXPENDITURE	CEMA Wages	\$45,448	\$47,267	\$48,877	\$48,450	\$48,450	\$18,262	\$50,806	\$50,806	\$50,806	\$50,806	\$2,356	4.86%
01.530.6005.000	EXPENDITURE	Training Exercises Cost	\$1,030	\$631	\$1,058	\$1,200	\$1,200	\$0	\$1,200	\$1,200	\$1,200	\$1,200	\$0	0.00%
01.530.6015.000	EXPENDITURE	Dues & Subscriptions	\$250	\$325	\$175	\$250	\$250	\$0	\$250	\$250	\$250	\$250	\$0	0.00%
01.530.6020.000	EXPENDITURE	Operations/Communications & Supplies	\$4,159	\$5,391	\$7,490	\$6,000	\$6,000	\$2,171	\$7,490	\$7,490	\$7,490	\$7,490	\$1,490	24.83%
01.530.6025.000	EXPENDITURE	Operating Supplies/Vehicle	\$2,090	\$878	\$2,367	\$2,000	\$2,000	\$67	\$2,400	\$2,400	\$2,400	\$2,400	\$400	20.00%
01.530.6040.000	EXPENDITURE	Repairs & Maintenance	\$3,096	\$6,174	\$1,810	\$2,500	\$2,500	\$13,150	\$10,500	\$10,500	\$10,500	\$10,500	\$8,000	320.00%
01.530.6050.000	EXPENDITURE	Professional Development	\$469	\$749	\$547	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.00%
01.530.6060.000	EXPENDITURE	Printing & Binding	\$0	\$361	\$64	\$400	\$400	\$75	\$400	\$400	\$400	\$400	\$0	0.00%
01.530.6065.000	EXPENDITURE	Purchased Services & Uniforms	\$680	\$1,236	\$1,927	\$1,600	\$1,600	\$643	\$1,900	\$1,900	\$1,900	\$1,900	\$300	18.75%
01.530.6070.000	EXPENDITURE	Travel Expense	\$92	\$0	\$242	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$0	0.00%
01.530.6073.000	EXPENDITURE	Hazard Mitigation Plan	\$400	\$1,424	\$1,624	\$4,000	\$4,000	\$2,506	\$4,000	\$4,000	\$4,000	\$4,000	\$0	0.00%
01.530.6074.000	EXPENDITURE	C.O.O.P Support & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$4,000	\$4,000	\$4,000	100.00%
01.530.6075.000	EXPENDITURE	Tools & Equipment	\$5,776	\$4,759	\$5,567	\$5,500	\$5,500	\$984	\$5,500	\$5,500	\$5,500	\$5,500	\$0	0.00%
01.530.6082.000	EXPENDITURE	Fire Wise Community Outreach	\$0	\$0	\$1,423	\$3,500	\$3,500	\$0	\$3,500	\$3,500	\$3,500	\$3,500	\$0	0.00%
01.530.6090.000	EXPENDITURE	Grant Match Funding	\$2,187	\$3,996	\$3,000	\$3,000	\$3,000	\$1,400	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.00%
			\$65,676	\$73,191	\$76,172	\$79,900	\$79,900	\$39,258	\$102,446	\$102,446	\$96,446	\$96,446	\$16,546	20.71%
01.540.5005.000	EXPENDITURE	ACO Salary	\$47,534	\$49,197	\$50,743	\$51,437	\$51,437	\$19,388	\$52,594	\$52,594	\$52,594	\$52,594	\$1,157	2.25%
01.540.5005.002	EXPENDITURE	ACO Longevity	\$4,753	\$4,920	\$5,074	\$5,144	\$5,144	\$1,939	\$5,259	\$5,259	\$5,259	\$5,259	\$115	2.24%
01.540.5010.000	EXPENDITURE	ACO Wages	\$28,208	\$27,461	\$35,892	\$35,208	\$35,208	\$13,696	\$56,160	\$55,626	\$54,416	\$54,416	\$19,208	54.56%
01.540.5025.000	EXPENDITURE	ACO Overtime Wages	\$265	\$2,049	\$2,315	\$2,575	\$2,575	\$1,102	\$2,575	\$2,575	\$2,575	\$2,575	\$0	0.00%
01.540.6020.000	EXPENDITURE	Operating Supplies	\$6,985	\$7,323	\$7,006	\$6,500	\$6,500	\$1,603	\$6,500	\$6,500	\$6,500	\$6,500	\$0	0.00%
01.540.6040.000	EXPENDITURE	Maintenance & Repairs	\$1,004	\$3,174	\$4,365	\$4,500	\$4,500	\$935	\$4,500	\$4,500	\$11,900	\$11,900	\$7,400	164.44%
01.540.6050.000	EXPENDITURE	Professional Development	\$50	\$25	\$25	\$700	\$700	\$0	\$350	\$350	\$350	\$350	(\$350)	-50.00%
01.540.6055.000	EXPENDITURE	Professional Services	\$4,141	\$10,244	\$10,875	\$10,000	\$10,000	\$7,766	\$12,000	\$12,000	\$12,000	\$12,000	\$2,000	20.00%
01.540.6075.000	EXPENDITURE	Tools/Equipment	\$22	\$17	\$383	\$800	\$800	\$0	\$800	\$800	\$800	\$800	\$0	0.00%
			\$92,962	\$104,410	\$116,678	\$116,864	\$116,864	\$46,427	\$140,738	\$140,204	\$146,394	\$146,394	\$29,530	25.27%

SUPPLEMENTAL INFORMATION
FY 2023-2024

520 - BUILDING/ZONING OFFICIAL:

520-5005 - SALARY - \$114,762

Building/Zoning Official
Salary \$109,297
Longevity \$5,465

520-5010 - WAGES - \$182,154

Building/Zoning Clerk
Salary \$48,603 (Proposed Step Level Increase to Planning Assistant Level)
Longevity \$1,215

Building/Electrical Inspector
Salary \$65,351
Longevity \$1,634

Zoning/Code Enforcement Officer
Salary \$65,351

520-5015 - PART-TIME INSPECTORS - \$15,772

Plumbing/Mechanical Inspector
Salary \$15,772
(PT 9 hours/week @ \$33.70)

520-5025 - OVERTIME WAGES - \$4,500

Building/Zoning Clerk and Zoning/Code Enforcement Officer for 12 plus or minus Zoning Board meetings based on Teamster's Local 251 contract.

520-6015 - DUES & SUBSCRIPTIONS - \$800

RIBOA Membership Dues, RIFMA Conference & Dues, ASFPM Membership Dues, Building Code & Commentary Books, Building & Zoning Journals.

SUPPLEMENTAL INFORMATION
FY 2023-2024

BUILDING/ZONING OFFICIAL (Cont'd):

520-6020 - OPERATING SUPPLIES - \$1,400

Additional code books, code supplements and updates, inspection supplies, general office supplies, repairs of office equipment and small office equipment.

520-6050 - PROFESSIONAL DEVELOPMENT - \$4,500

Building Official/Floodplain Manager Professional Development & Continuing Education as required by State Law for continued certification.

520-6065 - PURCHASED SERVICES - \$14,500

Outside services when demand is high.

520-6070 - TRAVEL EXPENSE - \$500

Personal vehicle travel expense.

520-6075 - TOOLS & EQUIPMENT - \$400

Miscellaneous field tools and large office equipment.

Building/Zoning Official TOTAL REQUESTED BUDGET - \$339,288

SUPPLEMENTAL INFORMATION
FY 2023 – 2024

530 - EMERGENCY MANAGEMENT:

530-5010 - WAGES - \$ 50,806

Director (Includes mileage)

Salary @ \$2,657.65/m = \$31,891.80

Assistant Director/Special Needs

Salary @ \$525.40/m = \$6,304.80

Assistant Director/Operations Officer

Salary @ \$525.40/m = \$6,304.80

Assistant Director/MEDS (Support for local portion of Federal Medical Emergency Distribution System/MEDS program)

Salary @ \$525.40/m = \$6,304.80

530-6005 - TRAINING EXERCISE COSTS - \$1,200

RIEMA has advised local communities that federal grant monies for training exercises will be competitive on a state basis and most likely on a local basis according to risk and vulnerability. Accordingly, local communities should make budget provisions for their training and exercise programs.

530-6015 - DUES AND SUBSCRIPTIONS - \$250

Charlestown EMA is an official voting member of the Southern League (\$100)

And the RI State Association of Emergency Managers (\$150)

530-6020 - OPERATING SUPPLIES - \$6,730

Postage	\$200
Vehicle Lighting Permits	\$30
Verizon Air Card/MiFi Service (\$60 per month x 4)	\$2,880
T-Mobil Phone Service (Director, SNER, MEDS & Comm. Officer)	\$2,760
Office Supplies	\$250
Task Force Expense	\$420
Shelter Manager Pager	\$190
Total	\$6,730

SUPPLEMENTAL INFORMATION
FY 2023 – 2024

EMERGENCY MANAGEMENT (cont'd):

530-6025 - OPERATING SUPPLIES (VEHICLE) - \$2,400

Line to support 2012 Ford Expedition 4 x 4, 1993 EMA HMMWV and 2009 Haulmark Trailer but not limited to Fuel, Wiper blades, Lube/Oil/Filters, and Tires.

530-6040 - REPAIRS & MAINTENANCE (VEHICLE) – \$10,500

Line to support 2012 Ford Expedition 4 x 4, 1993 EMA HMMWV and 2009 Haulmark Trailer for large scale scheduled service and repair contingency.

530-6050 - PROFESSIONAL DEVELOPMENT & SEMINAR(S) - \$1,000

Continuing Education related to the Emergency Management Profession \$500

Charlestown share of regional meeting support \$500

530-6060 - PRINTING & BINDING - \$400

Miscellaneous printing costs for copies of state/regional plans and binders for documents.

530-6065 - PURCHASED SERVICES & UNIFORMS - \$2,000

Uniforms/Shirts-Miscellaneous costs for ID Windbreakers, Jackets, and Polo Shirts for ID and Team-making purposes - \$550.

Static IP Line into EOC (Non-Comingled w/NCIC per Federal Regulations) \$100 per month x 12 months (EM Discount) - \$1,450.

530-6070 - TRAVEL- \$500

Miscellaneous travel reimbursements for staff (Other than Director) to Seminars, Mandatory Training and Meetings.

530-6073 - HAZARD MITIGATION PLAN - \$4,000

On-going support to prepare and update the Hazard Mitigation Plan. (A current, approved plan is necessary for FEMA Post Disaster Mitigation Project(s) Funding and for Federal Community Rating System/CRS Flood Insurance Points.) Draft plan has been submitted, however FEMA and RIEMA are requiring more public outreach before approval.

530-6074 - C.O.O.P SUPPORT & MAINTENANCE - \$4,000

The state of Rhode Island secured funding from FEMA to address a national priority, many municipalities have major problems recovering from a disaster without a preplanned C.O.O.P/Continuity of Operations Plan. The initial funding for both dedicated vendor, training and assistance plus initial software has been paid for with federal funding. Town funding for this initiative covers the local personnel build out and coordination.

SUPPLEMENTAL INFORMATION
FY 2023 – 2024

EMERGENCY MANAGEMENT (cont'd):

530-6075 - TOOLS & EQUIPMENT - \$5,500

Emergency Operating Center/HRT (Ham Radio) support equipment	\$ 500
Charlestown MEDS Team (Alternate Budget Funded)	\$ -
CERT/Community Emergency Response Team support equipment	\$ 500
Charlestown Emergency Shelter Team support equipment	\$ 750
"Special Needs" required products	\$ 500
Supplies (Stored goods, i.e. blankets, etc.)	\$ 750
Supplies (Expendable goods, i.e. radio & flashlight batteries)	\$ 1,000
Contingency for emergency purchases and equipment	\$ 500
Warming/Cooling Center supplies	\$ 1,000
Total	\$ 5,500

530-6082 - FIREWISE/COMMUNITY OUTREACH - \$3,500

NFPA's Firewise USA® program teaches people how to adapt to living with wildfire and encourages neighbors to work together and act now to prevent losses. Charlestown will be joining the growing network of more than 1,500 recognized Firewise USA® sites from across the nation taking action and ownership in preparing and protecting their homes against the threat of wildfire.

Additional public outreach is needed as COVID crowd consideration have been reduced.

530-6090 - GRANT MATCH FUNDING (for Public Projects) - \$3,000

Throughout each year, targeted grant opportunities arise from RIEMA, FEMA, DHS and other various sources which require a dollar match of dedicated, non-comingled, taxpayer approved funds that may reduce the purchase total(s) 50/50, 75/25 and sometimes even 90/10 per each town dollar. Non-Supplanting regulations mean these funds can only supplement and never replace a budgeted item.

Emergency Management TOTAL REQUESTED BUDGET - \$96,446

SUPPLEMENTAL INFORMATON
FY2023 - 2024

540 - ANIMAL CONTROL

540-5005 - SALARY - \$57,853

Salary	\$52,594
Longevity	\$ 5,259

540-5010 - WAGES - \$54,416

Shelter assistants cover weekends, holidays, and provide coverage in the absence of the ACO (sick, holiday, personal, float, and vacation days). Shelter workers also provide daily shelter assistance to allow the ACO to complete other animal control and shelter responsibilities, and neighborhood patrols. An increase in the number of hours for shelter staff is included in the FY24 proposal.

Shelter Worker 1	29 hrs./wk. x 52 x \$18 = \$ 27,208
Shelter Worker 2	29 hrs./wk. x 52 x \$18 = \$ 27,208

540-5025 - OVERTIME PAY - \$2,575

To provide coverage for calls coming in after regular hours and provide emergency coverage in case the Police Department is unavailable.

540-6020 - OPERATING SUPPLIES - \$6,500

Anything needed to operate the Animal Control Department in a professional, sanitary, and up-to-date manner (e.g., animal feed and supplies, cleaning supplies, printing costs, office supplies, computer, and equipment, professional dues and subscriptions, license tags, traps, cages, advertising, repairs, and uniforms, etc.). This is one of the largest and most used line item, therefore, maintaining this level of funding is a reasonable request.

540-6040 - MAINTENANCE & REPAIRS - \$11,900

Anything necessary to maintain the structure and upkeep of the shelter and to keep things in a proper working order including the repair, replacement, and maintenance of such items (e.g., kennels, kennel parts, stall fronts, dividers, chain link covers, fencing, cages, painting, appliances, windows, window cleaning, doors, lighting, locks, flooring, floor maintenance, maintenance agreements, washer/dryer maintenance and repair, ACO vehicle maintenance and repair, septic system, heating, and cooling systems, drains, etc.).

SUPPLEMENTAL INFORMATION
FY2023 - 2024

ANIMAL CONTROL (Cont'd):

540-6050 - PROFESSIONAL DEVELOPMENT - \$350

This account is for personnel and volunteers to attend training and seminars (e.g., national/regional animal control association conferences) to keep current with newest training procedures, laws, and regulations pertaining to state licensed facilities. This includes dog training classes, membership fees, publications, registration fees, and travel expenses (meals, lodging). Attending these training seminars and conferences is an excellent opportunity to learn about new approaches and programs nationally and from around New England, to network with animal control officers and animal professionals, to provide training, and to attend educational sessions on a variety of subjects from leading industry speakers.

540-6055 - PROFESSIONAL SERVICES - \$12,000

Pays for emergency care and routine treatment of animals (e.g., veterinarian fees for animals struck by cars or for those that arrive at the shelter sick or injured). Emergency care often requires the use of a 24-hour emergency hospital. Other fees include euthanasia and disposal costs, FELV/FIV and heartworm testing and medical treatments, medications, etc. Also used to assist with the Spay/Neuter Program, behavioral assessments, and training. This is a reasonable request since this line item includes fees for veterinarian services which are increasing each year. The budgeted amount is just keeping up with annual expenses and will vary from year to year depending on the number of emergency fees and types of services needed.

540-6075 - TOOLS & EQUIPMENT - \$800

Anything needed to maintain or upgrade necessary equipment to provide proper handling and restraint of animals (e.g., catch poles, traps, cages, carriers, kennel beds, gloves, etc.).

Animal Control TOTAL REQUESTED BUDGET - \$146,394

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.560.5005.000	EXPENDITURE	Public Assistance Stipend	\$1,000	\$1,000	\$1,008	\$1,051	\$1,051	\$377	\$1,088	\$1,088	\$1,088	\$1,088	\$37	3.52%
01.560.6096.000	EXPENDITURE	Client Assistance Expense	\$4,953.90	\$1,459.32	\$4,274.19	\$5,000	\$5,000	\$1,410	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.00%
			\$5,954	\$2,459	\$5,282	\$6,051	\$6,051	\$1,787	\$6,088	\$6,088	\$6,088	\$6,088	\$37	0.61%
01.570.5010.000	EXPENDITURE	Municipal Court Administrative Wages	\$2,000	\$2,000	\$2,015	\$2,101	\$2,101	\$754	\$2,040	\$2,164	\$2,164	\$2,164	\$63	3.00%
01.570.6020.000	EXPENDITURE	Operating Supplies	\$17	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100	\$0	0.00%
01.570.6095.000	EXPENDITURE	Municipal Court Judge Stipend	\$7,300	\$7,446	\$7,446	\$7,669	\$7,669	\$1,917	\$7,669	\$7,700	\$7,700	\$7,700	\$31	0.40%
			\$9,317	\$9,446	\$9,461	\$9,870	\$9,870	\$2,671	\$9,809	\$9,964	\$9,964	\$9,964	\$94	0.95%
01.610.5005.000	EXPENDITURE	DPW Administrator Salary	\$98,061	\$100,023	\$100,023	\$106,114	\$106,114	\$39,997	\$109,297	\$109,297	\$109,297	\$109,297	\$3,183	3.00%
01.610.5005.002	EXPENDITURE	DPW Administrator Longevity	\$9,806	\$10,002	\$10,002	\$10,611	\$10,611	\$4,000	\$10,930	\$10,930	\$10,930	\$10,930	\$319	3.01%
01.610.5010.000	EXPENDITURE	DPW Secretary Wages	\$44,398	\$47,019	\$47,019	\$50,928	\$50,928	\$19,196	\$52,073	\$52,073	\$52,073	\$52,073	\$1,145	2.25%
01.610.5010.002	EXPENDITURE	DPW Secretary Longevity	\$2,886	\$3,291	\$3,291	\$4,075	\$4,075	\$1,502	\$4,426	\$4,426	\$4,426	\$4,426	\$351	8.61%
01.610.5025.000	EXPENDITURE	DPW Overtime Wages	\$0	\$0	\$0	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$0	0.00%
01.610.6015.000	EXPENDITURE	Dues & Subscriptions	\$1,212	\$1,234	\$1,234	\$1,500	\$1,500	\$153	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.00%
01.610.6020.000	EXPENDITURE	Operating Supplies	\$769	\$607	\$607	\$1,000	\$1,000	\$648	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.00%
01.610.6050.000	EXPENDITURE	Professional Development	\$0	\$136	\$136	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$0	0.00%
01.610.6055.000	EXPENDITURE	Professional Service	\$2,401	\$3,914	\$3,914	\$4,000	\$4,000	\$0	\$4,000	\$4,000	\$4,000	\$4,000	\$0	0.00%
01.610.6065.000	EXPENDITURE	Purchased Services	\$7,360	\$7,170	\$8,303	\$10,000	\$10,000	\$9,335	\$10,000	\$12,000	\$12,000	\$12,000	\$2,000	20.00%
			\$166,892	\$173,396	\$174,529	\$189,228	\$189,228	\$74,829	\$194,226	\$196,226	\$196,226	\$196,226	\$6,998	3.70%
01.620.5010.000	EXPENDITURE	DPW Wages	\$389,106	\$406,159	\$410,847	\$432,643	\$432,643	\$162,598	\$450,577	\$450,577	\$450,577	\$450,577	\$17,934	4.15%
01.620.5010.005	EXPENDITURE	DPW Employee Longevity	\$33,562	\$34,997	\$35,456	\$39,088	\$39,088	\$13,434	\$34,978	\$34,978	\$34,978	\$34,978	(\$4,110)	-10.51%
01.620.5025.000	EXPENDITURE	DPW Overtime Wages	\$12,608	\$42,826	\$38,994	\$50,000	\$50,000	\$4,355	\$50,000	\$50,000	\$50,000	\$50,000	\$0	0.00%
01.620.6020.000	EXPENDITURE	Operating Supplies	\$51,289	\$71,021	\$88,711	\$61,000	\$61,000	\$47,771	\$62,000	\$62,000	\$62,000	\$62,000	\$1,000	1.64%
01.620.6040.000	EXPENDITURE	Maintenance & Repairs	\$104,063	\$73,316	\$107,341	\$108,870	\$108,870	\$71,187	\$108,870	\$108,870	\$108,870	\$108,870	\$0	0.00%
01.620.6045.000	EXPENDITURE	Maintenance Supplies	\$73,147	\$86,680	\$135,554	\$120,000	\$120,000	\$19,657	\$140,000	\$140,000	\$120,000	\$120,000	\$0	0.00%
01.620.6065.000	EXPENDITURE	Purchased Services-Trails & Fields Maint.	\$0	\$11,523	\$16,329	\$19,080	\$19,080	\$2,676	\$23,000	\$23,000	\$23,000	\$13,000	(\$6,080)	-31.87%
01.620.6075.000	EXPENDITURE	Tools/Equipment	\$2,243	\$3,961	\$10,525	\$5,000	\$5,000	\$2,800	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.00%
01.620.6160.000	EXPENDITURE	Road Sealing & Striping	\$275,661	\$309,581	\$407,556	\$355,016	\$355,016	\$21,162	\$375,845	\$375,845	\$375,845	\$375,845	\$20,829	5.87%
01.620.6170.000	EXPENDITURE	Rentals	\$12,115	\$1,350	\$4,600	\$6,180	\$6,180	\$8,890	\$7,535	\$16,535	\$16,535	\$16,535	\$10,355	167.56%
01.620.6190.000	EXPENDITURE	Street Lighting-Prism	\$6,814	\$6,814	\$6,814	\$7,500	\$7,500	\$6,814	\$7,500	\$7,500	\$7,500	\$7,500	\$0	0.00%
			\$960,607	\$1,048,228	\$1,262,726	\$1,204,377	\$1,204,377	\$361,343	\$1,265,305	\$1,274,305	\$1,254,305	\$1,244,305	\$39,928	3.32%

SUPPLEMENTAL INFORMATION
FY2023 – 2024

560 - PUBLIC & CLIENT ASSISTANCE:

560-5010 - SALARY - \$1,088

Salary to disburse the funds.

560-6096 - CLIENT ASSISTANCE EXPENSES - \$5,000

Funds shall be disbursed to meet (but are not limited to) the following needs:

Food, clothing, prescription and medical assistance, utility assistance, housing shelter assistance, transportation assistance.

Public Assistance TOTAL REQUESTED BUDGET - \$6,088

SUPPLEMENTAL INFORMATION
FY2023 – 2024

570 - MUNICIPAL COURT:

570-5010 - SALARY - \$2,164

Salary for the Municipal Court Clerk

570-6020 - OPERATING SUPPLIES - \$100

Office and other supplies.

570-6095 - MUNICIPAL COURT JUDGE STIPEND - \$7,700

Municipal Court Judge will receive \$1,925 per quarter (12 sessions).

Municipal Court TOTAL REQUESTED BUDGET - \$9,964

SUPPLEMENTAL INFORMATION
FY 2023-2024

610 - DPW ADMINISTRATION:

610-5005 - SALARY - \$120,227

Salary \$109,297
Longevity \$ 10,930

610-5010 - WAGES - \$56,499

Salary \$ 52,073
Longevity \$ 4,426

Administrative Assistant position funded at 37.5 hours/week per Teamster’s Local 251 Collective Bargaining Agreement. Position reflects expanded responsibilities and includes potential use, in a limited role, providing clerical support for other DPW divisions. Longevity based on seventeen years seniority.

610-5025 - OVERTIME WAGES - \$500

Per the union contract. Overtime wages paid at time and one half.

610-6015 - DUES & SUBSCRIPTIONS - \$1,500

Covers costs to obtain professional licenses and training, literature, etc. for all DPW division employees per collective bargaining agreement.

610-6020 - OPERATING SUPPLIES - \$1,000

Provides basic office supplies, printer supplies and specialized drawing supplies.

610-6050 - PROFESSIONAL DEVELOPMENT - \$500

Advanced computer educational seminars to include DPW Director and Administrative Assistant. State sponsored DPW seminars and Driver Safety classes for driver/laborer positions.

610-6055 - PROFESSIONAL SERVICES - \$4,000

Provides funds for special and expanded emergency engineering studies, property line disputes, Town Council projects, etc.

SUPPLEMENTAL INFORMATION
FY 2023-2024

DPW ADMINISTRATION (Cont'd):

610-6065 - PURCHASED SERVICES - \$12,000

Reflects costs to provide twelve (12) public works employees uniforms and protective clothing, per collective bargaining agreement, plus costs for limited rug cleaning, extermination, and phased air duct cleaning to remove mold spores and allergens. Includes cost to provide cell phone to DPW foreman and CRCC foreman and periodic drug testing for DPW drivers as required by the State of RI and the Federal Motor Carriers Safety Administration (FMCSA).

DPW Administration TOTAL REQUESTED BUDGET - \$196,226

SUPPLEMENTAL INFORMATION
FY2023-2024

620 - HIGHWAY & ROADS:

620-5010 - WAGES- \$485,555

*Wage rates and yearly totals shown at the levels based on the Teamster's Local 251 Collective Bargaining Agreement.

	2023-2024	
	Wage	Longevity Amount
Foreman	\$65,351.00	\$6,535.00
Foreman II	\$59,948.00	\$5,995.00
Driver/Laborers:		
	\$54,750.00	\$5,475.00
	\$54,750.00	\$5,475.00
	\$51,528.00	\$0.00
	\$54,750.00	\$4,654.00
	\$54,750.00	\$5,475.00
	\$54,750.00	\$1,369.00
DPW Driver/Laborer	\$325,278.00	\$22,448.00
Department Total	\$450,577.00	\$34,978.00

620-5025 - OVERTIME - \$ 50,000

The total is calculated with assumption of 108 hours per employee per year. This budget more accurately reflects costs, as employees are shifted from the CRCC labor pool to work storms, providing faster and more complete service. Although this relates primarily to snowstorms, it also covers hurricane/natural disaster response and weekend absenteeism at the CRCC. While this budgeted amount will not cover all costs related to a difficult winter season or numerous heavy storms, the "average" is budgeted as follows:

108 hours per year per man x \$28.11 avg wage x 1.5 (time and one-half) x 11 men (9 DPW, 2 CRCC) = \$50,000

SUPPLEMENTAL INFORMATION
FY2023-2024

HIGHWAY & ROADS (cont'd):

620-6020 - OPERATING SUPPLIES - \$62,000

Increases primarily due to rises in petroleum and shipping costs. Budgeted to provide diesel fuel, oil, gasoline, filters, tires and associated items:

1,400 gallons gas (117 gal/mth) @ \$4.16 per gal	\$5,824.00
9,400 gallons diesel @ \$4.16 per gal including fed taxes	\$39,104.00
275 gallons motor oil (5 - 55 gallon drums @ \$735/drum)	\$3,675.00
100 gallons anti-freeze @ \$12.06 each	\$1,206.00
5 cases chassis grease @ \$93.45/case	\$467.25
10 truck tires, tubes and repairs @ \$420/each average	\$4,200.00
4 loader, backhoe, or tractor tires @ \$1050/each average	\$4,200.00
Filters, grease guns, oxygen aceteleyne, miscellaneous	\$3,052.00
5 (55 gal. ea) Oil drums/Urea	\$1,000.00

620-6040 - MAINTENANCE & REPAIRS - \$108,870

This covers the projected costs for heavy equipment maintenance and repairs.

620-6045 - MAINTENANCE SUPPLIES - \$120,000

Cost of supplies for summer and winter highway maintenance reflects materials cost increases per recent bid.

SUPPLEMENTAL INFORMATION
FY2023-2024

HIGHWAY & ROADS (cont'd):

Items	Quantity	Unit of Measure	Actual Nov-22	Projected Nov 23	Projected Total	
Sand	2150	tons	\$24.91	\$25.65	\$55,147.50	Nov-22
Salt	450	tons	\$76.37	\$78.66	\$35,397.00	Nov-22
Gravel	280	tons	\$20.19	\$20.80	\$5,824.00	Nov-22
Loam	40	tons	\$27.17	\$27.98	\$1,119.20	Nov-22
Bituminous Mix (cold)	180	tons	\$181.67	\$187.12	\$33,681.60	Nov-22
Drain tile	1	units	\$2,060.00	\$2,060.00	\$2,060.00	Nov-22
Stone	70	tons	\$25.52	\$26.29	\$1,840.30	Nov-22
Street signs	23	each	\$75.00	\$75.00	\$1,725.00	Nov-22
20 Culvert pipes, 2 basins, 2 grates and cover					\$2,989.45	Nov-22

620-6065 - PURCHASED SERVICES - TRAILS & FIELD MAINTENANCE - \$13.000

620-6075 - TOOLS & EQUIPMENT - \$5.000

Provides funds for shovels, chain saws, rakes, gloves, safety cones, barricades, personal safety equipment, etc.

620-6160 - ROAD SEALING - (CONTRACT OPTION) - \$334.845 (WITH STRIPING AND CRACK SEALING) - \$375.845

This account is comprised of three components and is designed to prepare and stone/seal nine miles of road per year, thereby completely sealing all non-original bituminous highways in a seven-year schedule. Projected costs for 1 mile of patch and stone seal coat 24' wide (14,080 sq. yards). **THIS PROCEDURE REQUIRES THE FULL HIGHWAY DEPARTMENT STAFF AND WILL ONLY BE USED AS TOWN EMPLOYEE AND EQUIPMENT RESOURCES ARE AVAILABLE. IN OTHER CASES, THE LOWEST RESPONSIBLE, CONTRACTUAL BIDDER WILL PROVIDE THIS SERVICE.**

SUPPLEMENTAL INFORMATION
FY2023-2024

HIGHWAY & ROADS (cont'd):

2023-2024	Projected cost for nine miles of contracted sealing for 2023-2024 with Town hot patch per mile	\$35,481
	14,080 sq yds @ \$2.52/sq yd + \$1,724 (patch)	\$1,724
		<u>\$37,205</u>
	(miles of road)	x9
2023-2024	Total cost for contracted sealing/ maintenance and restoration	<u>\$334,845</u>

Stone seal: \$334,845/Pavement Marking: \$20,000/Crack-sealing: \$20,000 = \$374,845 + 1,000 (swale maintenance) = \$375,845

NOTE: Eighteen linear-miles of Town road, including eight linear-miles of white sideline are typically applied annually as part of a regional road striping bid. Historically the annual cost for this work is \$18,000, which is included in the road sealing budget line. Hot rubberized asphalt crack sealing, which protects hot-mix asphalt pavement, is projected at an additional expenditure of \$10,000. Drainage swale sediment and removal maintenance: \$1,000

620-6170 - RENTALS AND CONTRACT SERVICE - \$16,535

Provides funds for Town Road grading and materials at \$1,000 x 2 and contracted ledge blasting, concrete cutting etc.

620-6190 - STREET LIGHTING - \$7,500

Provides for annual maintenance of Town-owned streetlights.

Street Lighting Inventory:

26	1,000	Lumen Incandescent
78	4,000	Lumen Mercury Vapo
11	8,000	Lumen Mercury Vapo
2	5,800	Lumen Sodium Vapor
2	9,600	Lumen Sodium Vapor
2	50,000	Lumen Sodium Vapor
2	10,000	Lumen Sodium Vapor
2	27,000	Lumen Sodium Vapor
144	4,000	Lumen Sodium Vapor

Highway & Roads TOTAL REQUESTED BUDGET - \$1,244,305

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.630.5010.000	EXPENDITURE	Building & Grounds Wages	\$122,470	\$127,646	\$136,060	\$87,401	\$87,401	\$52,817	\$146,427	\$146,427	\$146,427	\$146,427	\$59,026	67.53%
01.630.5010.002	EXPENDITURE	Buildings & Grounds Longevity	\$6,948	\$7,026	\$8,808	\$7,726	\$7,726	\$3,404	\$9,739	\$9,739	\$9,739	\$9,739	\$2,013	26.05%
01.630.5015.000	EXPENDITURE	Building & Grounds Seasonal Wages	\$11,198	\$13,776	\$15,569	\$23,040	\$23,040	\$11,698	\$24,192	\$24,192	\$24,192	\$24,192	\$1,152	5.00%
01.630.5025.000	EXPENDITURE	Building & Grounds Overtime Wages	\$2,176	\$4,406	\$5,989	\$7,750	\$7,750	\$1,460	\$7,750	\$7,750	\$7,750	\$7,750	\$0	0.00%
01.630.6040.000	EXPENDITURE	Maintenance & Repairs	\$39,703	\$37,197	\$42,054	\$37,500	\$37,500	\$28,174	\$40,500	\$40,500	\$40,500	\$40,500	\$3,000	8.00%
01.630.6045.000	EXPENDITURE	Maintenance Supplies	\$13,879	\$9,360	\$10,779	\$15,450	\$15,450	\$4,628	\$15,450	\$15,450	\$15,450	\$15,450	\$0	0.00%
01.630.6060.000	EXPENDITURE	DPW Tree Removal (Used to be EMA)	\$0	0	\$21,279	\$30,000	\$30,000	\$3,100	\$30,000	\$30,000	\$30,000	\$30,000	\$0	0.00%
01.630.6065.000	EXPENDITURE	Purchased Services	\$32,263	\$38,094	\$47,965	\$40,000	\$40,000	\$20,720	\$40,000	\$40,000	\$40,000	\$40,000	\$0	0.00%
01.630.6165.000	EXPENDITURE	Repair & Maintenance -Facility	\$11,018	\$13,429	\$25,725	\$15,800	\$15,800	\$3,228	\$15,800	\$15,800	\$15,800	\$15,800	\$0	0.00%
01.630.6195.000	EXPENDITURE	Utilities	\$75,300	\$89,341	\$86,482	\$104,000	\$104,000	\$29,230	\$104,000	\$104,000	\$104,000	\$104,000	\$0	0.00%
			\$314,956	\$340,276	\$400,710	\$368,667	\$368,667	\$158,459	\$433,858	\$433,858	\$433,858	\$433,858	\$65,191	17.68%
01.640.6001.000	EXPENDITURE	Monitoring Closed Landfill	\$7,915	\$7,915	\$8,152	\$12,792	\$12,792	\$13,037	\$12,792	\$13,500	\$13,500	\$13,500	\$708	5.53%
01.660.5005.000	EXPENDITURE	Wastewater Salary	\$76,696	\$82,315	\$85,551	\$87,328	\$87,328	\$32,916	\$89,948	\$89,948	\$89,948	\$89,948	\$2,620	3.00%
01.660.5005.002	EXPENDITURE	Wastewater Longevity	\$4,097	\$5,351	\$6,560	\$7,046	\$7,046	\$2,469	\$7,196	\$7,196	\$7,196	\$7,196	\$150	2.13%
01.660.5010.000	EXPENDITURE	Wastewater Wages	\$22,235	\$24,032	\$25,121	\$25,464	\$25,464	\$6,660	\$25,464	\$26,037	\$53,680	\$53,680	\$28,216	110.81%
01.660.5010.002	EXPENDITURE	Wastewater Longevity	\$555	\$588	\$1,009	\$1,146	\$1,146	\$167	\$1,146	\$1,302	\$0	\$0	(\$1,146)	-100.00%
01.660.5018.000	EXPENDITURE	Wastewater Intern	\$0	\$0	\$64	\$6,000	\$6,000	\$0	\$50,000	\$37,000	\$6,000	\$6,000	\$0	100.00%
01.660.6015.000	EXPENDITURE	Dues & Subscriptions	\$1,188	\$1,188	\$1,248	\$1,248	\$1,248	\$80	\$1,248	\$1,248	\$1,248	\$1,248	\$0	0.00%
01.660.6020.000	EXPENDITURE	Operating Supplies	\$2,325	\$3,382	\$5,069	\$2,500	\$2,500	\$396	\$4,847	\$4,847	\$4,847	\$4,847	\$2,347	93.88%
01.660.6050.000	EXPENDITURE	Professional Development	\$2,820	\$790	\$1,389	\$2,500	\$2,500	\$1,028	\$2,500	\$2,500	\$2,500	\$2,500	\$0	0.00%
01.660.6055.000	EXPENDITURE	Professional Services	\$650	\$12,935	\$6,900	\$7,500	\$7,500	\$275	\$7,500	\$7,500	\$7,500	\$7,500	\$0	0.00%
01.660.6065.000	EXPENDITURE	Purchased Services	\$11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
			\$110,577	\$130,581	\$132,911	\$140,732	\$140,732	\$43,991	\$189,849	\$177,578	\$172,919	\$172,919	\$32,187	22.87%

SUPPLEMENTAL INFORMATION
FY 2023-2024

630 - BUILDINGS & GROUNDS:

630-5010 - WAGES - \$156,166

Wage rates and yearly totals shown at the levels based on the anticipated Teamster's Local 251 Collective Bargaining Agreement.
Provides a maintenance person for carpentry, painting, detailed cleaning, maintenance and improvements to Town Hall, Blue Shutters Beach Pavilion, Charlestown Beach Pavilion, Office Shed, Ninigret Park Gatehouse, Ninigret Summer Office, Ninigret Tennis Bathroom, Ninigret Pond Bathroom, Two Storage Garages, and Two Roofed Picnic Shelters.

	2023-2024			
	Wage	Longevity Amount	Longevity Years	Total
Landfill Foreman (50% B&G, 50% CRCC)	32,676	3,268	45	\$ 35,944
Landfill Laborer (20% B&G, 80% CRCC)	10,634	265	5	10,899
Buildings/Grounds Laborer	54,750	1,369	7	56,119
Custodian	48,367	4,837	34	53,204
	146,427	9,739		\$ 156,166

630-5015 - PART TIME FACILITIES MAINTENANCE WAGES - (Shared with Parks and Recreation) - \$24,192

This provides for seasonal workers for the summer season. Employment would be from June 1 through September 15, (18 weeks), thirty-two (32) hours per week at \$21.00/hour for two employees.

630-5025 - OVERTIME - \$7,750

Provides special or emergency janitorial services and vacation replacements at the contracted wage scale for the present custodian.

SUPPLEMENTAL INFORMATION
FY 2023-2024

BUILDINGS & GROUNDS (cont'd):

630-6040 - MAINTENANCE & REPAIRS - \$40,500

Covers costs to purchase and repair cleaning equipment, licensed, professional plumbers, licensed electricians, professional repair of overhead doors (10), HVAC repairs and municipal building maintenance. Proposed funding reflects increase to clean HVAC ductwork at Town Hall (4 zones) in alternating years (\$2,000). Also includes \$600 to pay for mowing and maintenance of historical cemeteries. This also includes \$1,000 for miscellaneous services at Ninigret Park. Increase is due to participation in the Building Sensor Program, which monitors building temperature levels at all Town Buildings.

630-6045 - MAINTENANCE SUPPLIES - \$15,450

Provides restroom supplies, towels, light bulbs, cleaning, and disinfectant supplies for Town Hall and DPW.

630-6060 - DPW TREE REMOVAL - \$30,000

Provides DPW necessary funds to remove diseased and dying trees on municipal property or road RIGHTS OF WAY (ROW)

630-6065 - PURCHASED SERVICES - \$40,000

Provides funds to cover costs for extermination, water tests, dumpsters, etc.

Inspect/Pump Septic Tanks (14 @ 250.00 each)	\$4,680
Professional Carpet Cleaning	\$450
Professional Extermination Service Contract	\$600
Fire Extinguisher Service	\$820
Security Protection, Alarm System Monitoring, and Inspection	\$1,600
Fuel Tank and Piping Tightness Tests	\$1,000
Radon Testing - State Mandated	\$800
State Mandated Drinking Water Tests & Water System Contract	\$9,800
RI Water Licenses	\$1,800
Landscaping Details (trees and shrubs)	\$250
Restroom and Trash pickup for Ninigret and beaches	\$9,000
Incidental medical supplies for DPW, Town Hall, and vehicle first aid kits	\$300

SUPPLEMENTAL INFORMATION
FY 2023-2024

BUILDINGS & GROUNDS (cont'd):

Inspection of Fire suppression system at the DPW fueling depot	\$250
Burner Cleaning for Town Hall, Senior Center, and Gate House	\$1,250
AED Service at Town Hall - Annual Contract	\$600
MS 4 Stormwater Engineering Services	\$3,400
Automatic Door Systems Annual Service for Town Hall and Sr. Center	\$400
Generator Service Annual Contract	\$2,000

630-6165 - REPAIRS & MAINTENANCE - FACILITIES - \$15,800

Costs anticipated for repairs associated with all continuing Park & Recreation maintenance responsibilities, as well as the opening of all facilities for seasonal use. Recommend increased funding to cover additional Grounds Maintenance Equipment, and Equipment Repair, as Town properties, which require maintenance, multiply and expectation for regular maintenance increases accordingly.

630-6195 - UTILITIES - \$104,000

Covers costs of gas, electricity and heat for all municipal buildings, parks, beaches, CRCC and dog pound.

No. 2 fuel - 11,052 gallons @ 4.00/gallon	\$44,208
Propane gas - 1,370 gallons @ 3.20/gallon	\$4,384
Narragansett Electric (expected cost reduction)	\$55,408
	<u>\$104,000</u>

Buildings and Grounds TOTAL REQUESTED BUDGET - \$433,858

SUPPLEMENTAL INFORMATION
FY2023-2024

640 - CRCC MANDATED MONITORING:

640-6001 - CRCC MANDATED MONITORING FOR 30 YEARS (FUNDED BY GENERAL FUND) - \$13,500

Mandated CRCC monitoring required by the State after landfill closing in 2000. Additional funds requested this fiscal year to cover newly mandated semi- annual PFAS analysis and monitoring.

CRCC Mandated Monitoring TOTAL REQUESTED BUDGET - \$13,500

SUPPLEMENTAL INFORMATION
FY 2023-2024

660 - WASTEWATER MANAGEMENT:

660-5005 - SALARY - \$97,144

Salary	\$ 89,948	CPMA Grade 5D
Longevity	\$ 7,196	16 years employment - 8.5%

660-5010 - WAGES ENVIRONMENTAL SCIENTIST - \$53,680

Salary	\$53,680
Longevity	\$0

660-5018 - INTERN - \$6,000

660-6015 - DUES & SUBSCRIPTONS - \$1,248

Carmody RIWIS Users Agreement \$99/month \$1,188. National On-site Wastewater Recycling Association Regulator Membership \$60.

660-6020 - OPERATING SUPPLIES - \$4,847

Field OWTS sampling and monitoring and lab equipment - Implement lower cost N-reducing system sampling procedure to achieve ordinance compliance and save property owners future sampling costs. Equipment necessary for surface water sampling under MS4 permit. Basic office supplies including labels, highlighters, misc. consumables such as binders, mailing tape, paper, pens, pencils, cartridges, and other miscellaneous supplies unique to operation of the department and associated printing costs. Expenses attributed to community engagement as OWTS notifications are sent.

Printer/Toner	\$ 500	
General Administrative Office Supplies	\$ 850	
Required Forms and Public Outreach Materials	\$ 500	
Letterhead and Cardstock	\$ 200	
Wastewater/Stormwater Field Sampling Equipment, Photometer reagents, OWTS Sampling laboratory and safety supplies, reference materials, other tools, gloves, and personal protective equipment, YSI probe maintenance. These are necessary expenditures for the operation of our field sampling component.	\$ 2,797	YSI Calibration Solutions - \$400.00 DO Meter - \$555.00 PPE - \$500.00 (nitrile gloves 10 boxes of 100 = \$250, safety glasses) Tools and Equipment - \$500.00 YSI Meter Annual Maintenance - \$460.00 Hanna Inst Ammonia Reagents - \$250.00 Hanna Inst Nitrate Reagents - \$132.00
Total	\$ 4,847	

SUPPLEMENTAL INFORMATION
FY 2023-2024

WASTEWATER DEPARTMENT (cont'd):

660-6050 - PROFESSIONAL DEVELOPMENT - \$2,500

5 Seminars for WW Manager (required for licensing continuing ed) and/or Wastewater Management Commissioners at the New England On-Site Wastewater Training Facility at URI @ \$200 each	\$ 1,000
FY2024 Non-Point Source/National Onsite Wastewater Recycling Association Annual Conference	\$ 1,500
Total	\$ 2,500

660-6055 - PROFESSIONAL SERVICES - \$7,500

Provides funds for special and engineering technical assistance and data collection regarding septic and water associated public health related issues.

Analysis of potable groundwater quality relating to bacteria and nutrients and OWTS in densely developed areas. Nutrient concentrations in our watersheds are of considerable concern and the flux of nutrients from the groundwater system is a critical component in understanding and managing those inputs. Obtain access for the sampling of 30 private wells and conduct laboratory analysis of major cations and anions and bacteria (\$230/sample).	\$ 6,900
Stormwater Sampling: Required sampling under State MS4 Permit for nutrients and bacteria in surface water flows into the Allen's Cove of Green Hill Pond includes sampling analysis of nitrate, ammonium, phosphorus, fecal coliform, ecoli, and field sampling for temperature, specific conductivity, pH, resistivity. Sampling May through October \$600. Budget for July through October 2022 and May and June 2023	\$ 600
Total	\$ 7,500

Wastewater DEPARTMENT TOTAL REQUESTED BUDGET \$172,919

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.720.7205.000	EXPENDITURE	South County Home Heath	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$500	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.00%
01.720.7210.000	EXPENDITURE	Gateway Healthcare, Inc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.720.7215.000	EXPENDITURE	Wood River Health	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$1,250	\$10,000	\$7,500	\$7,500	\$7,500	\$2,500	50.00%
01.720.7245.000	EXPENDITURE	Thundermist Health Center So. County	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$875	\$3,500	\$3,500	\$3,500	\$3,500	\$0	0.00%
01.720.7250.000	EXPENDITURE	The Samaritans	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$0	0.00%
01.720.7260.000	EXPENDITURE	WARM Shelter	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$500	\$0	\$0	\$0	\$0	(\$1,000)	-100.00%
01.720.7270.000	EXPENDITURE	Southern RI Volunteers	\$1,500	\$1,500	\$1,500	\$2,000	\$2,000	\$500	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.00%
01.720.7300.000	EXPENDITURE	RI CAN	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$1,125	\$4,500	\$4,500	\$4,500	\$4,500	\$0	0.00%
01.720.7322.000	EXPENDITURE	WA County Coalition Children	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$250	\$0	\$0	\$0	\$0	(\$1,000)	-100.00%
01.720.7332.000	EXPENDITURE	Neighbors Helping Neighbors	\$2,000	\$2,000	\$2,000	\$2,500	\$2,500	\$625	\$2,500	\$2,500	\$2,500	\$2,500	\$0	0.00%
01.720.7335.000	EXPENDITURE	VFW	\$0	\$0	\$0	\$1,000	\$1,000	\$375	\$3,000	\$1,000	\$1,000	\$1,000	\$0	100.00%
01.720.7341.000	EXPENDITURE	Community 2000 Education Foundation	\$1,900	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.720.7342.000	EXPENDITURE	Wildlife Rehabilitators of Rhode Island	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,000	\$6,010	\$1,500	\$1,500	\$1,500	\$0	0.00%
			\$24,400	\$24,500	\$24,500	\$24,500	\$24,500	\$7,500	\$34,010	\$25,000	\$25,000	\$25,000	\$500	2.04%
01.730.7306.000	EXPENDITURE	Chariho Little League	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.730.7309.000	EXPENDITURE	Memorial Day Parade (American Legion)	\$0	\$600	\$500	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$0	0.00%
01.730.7310.000	EXPENDITURE	Charlestown Ambulance Rescue Service	\$189,000	\$268,000	\$324,800	\$324,800	\$324,800	\$135,333	\$547,600	\$547,600	\$547,600	\$547,600	\$222,800	68.60%
01.730.7311.000	EXPENDITURE	Charlestown Memorial Parade	\$2,000	\$600	\$10,000	\$10,000	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$0	0.00%
01.730.7320.000	EXPENDITURE	Charlestown Chamber Of Commerce	\$11,000	\$13,500	\$15,500	\$15,500	\$15,500	\$15,500	\$18,000	\$18,000	\$18,000	\$18,000	\$2,500	16.13%
01.730.7330.000	EXPENDITURE	Cross Mills Library	\$245,681	\$253,051	\$260,643	\$268,462	\$260,643	\$111,859	\$276,516	\$276,516	\$276,516	\$276,516	\$15,873	6.09%
01.730.7331.000	EXPENDITURE	Charlestown Historical Society	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$1,250	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.00%
01.730.7336.000	EXPENDITURE	Naval Airfield Memorial	\$1,000	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$0	0.00%
01.730.7338.000	EXPENDITURE	Dunn's Corner Fire District	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.730.7325.000	EXPENDITURE	Salt Pond Coalition	\$0	\$0	\$0	\$4,200	\$4,200	\$1,050	\$4,200	\$4,200	\$4,200	\$4,200	\$0	100.00%
			\$454,681	\$544,501	\$617,693	\$629,712	\$621,893	\$266,243	\$863,066	\$863,066	\$863,066	\$863,066	\$241,173	38.78%
01.740.5020.000	EXPENDITURE	Conservation Commission	\$272	\$294	\$1,539	\$2,500	\$2,500	\$879	\$4,285	\$4,285	\$4,285	\$4,285	\$1,785	71.40%
01.740.5040.000	EXPENDITURE	Senior Citizens Commission	\$0	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100	\$0	0.00%
01.740.5050.000	EXPENDITURE	Planning Commission	\$5,287	\$16,697	\$16,301	\$15,000	\$15,000	\$9,883	\$16,500	\$16,500	\$16,500	\$16,500	\$1,500	10.00%
01.740.5060.000	EXPENDITURE	Zoning Board	\$10,146	\$10,465	\$9,303	\$8,200	\$8,200	\$3,399	\$9,300	\$10,000	\$10,000	\$10,000	\$1,800	21.95%
01.740.5065.000	EXPENDITURE	Affordable Housing Comm	\$0	\$0	\$0	\$100	\$100	\$0	\$100	\$1,000	\$1,000	\$1,000	\$900	900.00%
01.740.5075.000	EXPENDITURE	Economic Improvement Comm	\$2,495	\$0	\$750	\$2,500	\$2,500	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$0	0.00%
01.740.5076.000	EXPENDITURE	Charter Review Commission	\$0	\$232	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	0.00%
01.740.5085.000	EXPENDITURE	Mosquito Abatement Council	\$6,836	\$7,000	\$3,300	\$7,500	\$7,500	\$2,500	\$7,500	\$7,500	\$7,500	\$7,500	\$0	0.00%
			\$25,035	\$34,688	\$31,192	\$35,900	\$35,900	\$16,661	\$40,285	\$42,885	\$42,885	\$42,885	\$6,985	19.46%
01.780.7880.000	EXPENDITURE	Chariho Regional School District	\$13,329,321	\$13,321,706	\$13,510,358	\$13,879,020	\$13,879,020	\$5,052,297	\$14,225,437	\$14,225,437	\$13,933,732	\$13,933,732	\$54,712	0.39%

SUPPLEMENTAL INFORMATION
FY2023 – 2024

720 - OUTSIDE AGENCIES:

		FY2023 Approved	FY2024 Requested	FY2024 Budget Commission	FY2024 Town Council
720-7205	South County Home Heath	\$2,000	\$2,000	\$2,000	
720-7210	Gateway Healthcare, Inc.				
720-7215	Wood River Health	\$5,000	\$10,000	\$7,500	
720-7245	Thundermist Health Center So. County	\$3,500	\$3,500	\$3,500	
720-7250	The Samaritans	\$500	\$500	\$500	
720-7260	WARM Shelter	\$1,000			
720-7270	Southern RI Volunteers	\$2,000	\$2,000	\$2,000	
720-7300	RI CAN	\$4,500	\$4,500	\$4,500	
720-7322	WA County Coalition Children	\$1,000			
720-7332	Neighbors Helping Neighbors	\$2,500	\$2,500	\$2,500	
720-7335	VFW	\$1,000	\$3,000	\$1,000	
720-7341	Community 2000 Education Foundation				
720-7342	Wildlife Rehabilitators of Rhode Island	\$1,500	\$6,010	\$1,500	
	TOTAL	\$24,500	\$34,010	\$25,000	

Outside Agencies TOTAL REQUESTED BUDGET - \$25,000

SUPPLEMENTAL INFORMATION
FY2023 – 2024

730 - LOCAL AGENCIES:

		FY2023 Approved	FY2024 Requested	FY2024 Budget Commission	FY2024 Town Council
730-7306	Chariho Little League				
730-7309	Memorial Day Parade (American Legion)	\$600	\$500	\$500	
730-7310	Charlestown Ambulance Rescue Service	\$325,800	\$547,600	\$547,600	
730-7311	Charlestown Memorial Parade	\$10,000	\$10,000	\$10,000	
730-7320	Charlestown Chamber of Commerce	\$15,500	\$18,000	\$18,000	
730-7330	Cross Mills Library	\$268,462	\$276,516	\$276,516	
730-7331	Charlestown Historical Society	\$5,000	\$5,000	\$5,000	
730-7336	Naval Airfield Memorial	\$1,250	\$1,500	\$1,250	
730-7338	Dunn's Corner Fire District				
730-7325	Salt Pond Coalition	\$4,200	\$4,200	\$4,200	
	TOTAL	\$616,893	\$863,316	\$863,066	

Local Agencies TOTAL REQUESTED BUDGET - \$863,066

SUPPLEMENTAL INFORMATION
FY2023 – 2024

740 - BOARDS & COMMISSIONS:

740-5020 - CONSERVATION COMMISSION - \$4,285

Brush Cutting of Trails	\$ 2,785
Sprague Preserve - second entrance for equipment	550
South Farm barn security	300
Equipment, repairs, and supplies	300
Printing of maps & brochures	200
Arbor Day Commemoration	150
	<u>\$ 4,285</u>

740-5040 - SENIOR CITIZENS COMMISSION - \$100

740-5050 - PLANNING COMMISSION - \$16,500

Stationary, Postage & Toner	\$ 1,000
Professional Development	5,850
Advertisements (21 Adv. @ est.cost of \$270)	5,600
Planning Commission's journal	450
Stenogrpahy 12 Meetings @ \$300	3,600
	<u>\$ 16,500</u>

Budget covers stationary, record storage, meeting tapes, postage, mandatory legal advertising, Planning Commission's Journal subscription, technical or professional consulting services to Commission and travel reimbursement.

SUPPLEMENTAL INFORMATION
FY2023 – 2024

BOARDS & COMMISSIONS (cont'd):

740-5060 - ZONING BOARD - \$10,000

Advertising	\$ 4,600	Based on 14 meetings per year at est. cost of \$330 per meeting
Office supplies	200	General operating supplies. Recording tapes, paper, file folders, etc.
Stenography	4,200	Based on 14 meetings per year @ \$300 per meeting
Transcript costs	1,000	Cost of transcripts from public hearing meetings.
	<u>\$ 10,000</u>	

740-5065 - AFFORDABLE HOUSING COMMISSION - \$1,000

Printing of brochures and pamphlets for education purposes.

740-5075 - ECONOMIC IMPROVEMENT COMMISSION - \$2,500

Business Forum Initiatives	\$500
Business Forum/Survey	\$500
Support Town Activities	\$1,500

740-5076 - CHARTER REVIEW COMMISSION - \$1,000

740-5085 - MOSQUITO ABATEMENT COUNCIL - \$7,500

Outside vendor contract for surveillance and larvacide treatment of mosquito larvae on salt marshes	\$ 6,500
Purchase of larvacide pesticide materials	1,000
	<u>\$ 7,500</u>

Boards & Commissions TOTAL REQUESTED BUDGET - \$42,885

SUPPLEMENTAL INFORMATION
FY2023 – 2024

780 - CHARIHO REGIONAL SCHOOL DISTRICT (CRSD):

780-7880 - CRSD OPERATING BUDGET - \$13,933,732

Funds the contractual obligation for Charlestown students attending the regional school district. This amount is based on the number of students in the CRSD from Charlestown.

CHARIHO Regional School District TOTAL REQUESTED BUDGET - \$13,933,732

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.800.5005.000	EXPENDITURE	Senior Center Coordinator's Salary	\$38,831	\$40,190	\$41,838	\$42,600	\$42,600	\$15,989	\$52,962	\$43,925	\$45,240	\$45,240	\$2,640	6.20%
01.800.5010.000	EXPENDITURE	Senior Center Wages	\$29,649	\$26,728	\$29,627	\$39,840	\$39,840	\$14,681	\$45,390	\$45,390	\$45,390	\$45,390	\$5,550	13.93%
01.800.6015.000	EXPENDITURE	Dues & Subscriptions	\$30	\$35	\$35	\$35	\$35	\$50	\$50	\$50	\$50	\$50	\$15	42.86%
01.800.6020.000	EXPENDITURE	Operating Supplies	\$398	\$587	\$595	\$650	\$650	\$74	\$800	\$800	\$800	\$800	\$150	23.08%
01.800.6040.000	EXPENDITURE	Maintenance & Repairs	\$613	\$1,533	\$2,098	\$2,000	\$2,000	\$463	\$3,000	\$3,000	\$3,000	\$3,000	\$1,000	50.00%
01.800.6045.000	EXPENDITURE	Maintenance Supplies	\$1,402	\$1,058	\$1,357	\$1,800	\$1,800	\$1,035	\$2,000	\$2,000	\$2,000	\$2,000	\$200	11.11%
01.800.6050.000	EXPENDITURE	Professional Development	\$99	\$0	\$0	\$400	\$400	\$35	\$400	\$400	\$400	\$400	\$0	0.00%
01.800.6065.000	EXPENDITURE	Purchased Service	\$7,552	\$7,216	\$10,895	\$10,705	\$10,705	\$3,338	\$10,905	\$10,905	\$10,905	\$10,905	\$200	1.87%
01.800.6070.000	EXPENDITURE	Travel Expense	\$151	\$311	\$458	\$500	\$500	\$0	\$500	\$500	\$500	\$500	\$0	0.00%
01.800.6075.000	EXPENDITURE	Tools/Equipment	\$264	\$148	\$489	\$500	\$500	\$110	\$500	\$500	\$500	\$500	\$0	0.00%
01.800.6195.000	EXPENDITURE	Utilities	\$9,744	\$10,617	\$14,167	\$13,000	\$13,000	\$3,794	\$17,400	\$17,400	\$15,000	\$15,000	\$2,000	15.38%
01.800.8035.000	EXPENDITURE	Senior/Community Center Programs	\$29,440	\$19,190	\$19,978	\$22,000	\$22,000	\$9,710	\$28,750	\$28,750	\$26,000	\$26,000	\$4,000	18.18%
			\$118,172	\$107,613	\$121,537	\$134,030	\$134,030	\$49,279	\$162,657	\$153,620	\$149,785	\$149,785	\$15,755	11.75%
01.810.5005.000	EXPENDITURE	Recreation Director Salary	\$80,701	\$81,318	\$85,117	\$87,328	\$87,328	\$32,916	\$89,948	\$89,948	\$89,948	\$89,948	\$2,620	3.00%
01.810.5005.002	EXPENDITURE	Recreation Director Longevity	\$2,018	\$3,042	\$4,272	\$4,366	\$4,366	\$1,713	\$4,497	\$4,497	\$4,497	\$4,497	\$131	3.00%
01.810.5010.000	EXPENDITURE	Recreation Assistant Director Wages	\$52,562	\$48,684	\$55,748	\$57,808	\$57,808	\$21,789	\$59,542	\$59,542	\$59,542	\$59,542	\$1,734	3.00%
01.810.5010.001	EXPENDITURE	Recreation Assistant Directory Longevity	\$0	\$786	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.810.5015.000	EXPENDITURE	Recreation Secretary Wages	\$22,081	\$22,656	\$25,120	\$25,464	\$25,464	\$7,617	\$52,073	\$26,037	\$52,073	\$52,073	\$26,609	104.50%
01.810.5015.002	EXPENDITURE	Recreation Secretary Longevity	\$555	\$588	\$1,009	\$1,146	\$1,146	\$214	\$2,604	\$1,302	\$2,604	\$2,604	\$1,458	127.23%
01.810.5020.000	EXPENDITURE	Recreation Wages	\$14,019	\$17,817	\$21,841	\$25,448	\$25,448	\$12,258	\$27,900	\$27,900	\$27,900	\$27,900	\$2,452	9.64%
01.810.5025.000	EXPENDITURE	Recreation Secretary OT Wages	\$1,201	\$1,107	\$1,794	\$1,500	\$1,500	\$241	\$2,000	\$2,000	\$2,000	\$2,000	\$500	33.33%
01.810.6015.000	EXPENDITURE	Dues & Subscriptions	\$278	\$553	\$749	\$800	\$800	\$36	\$800	\$800	\$800	\$800	\$0	0.00%
01.810.6020.000	EXPENDITURE	Operating Supplies	\$3,689	\$1,247	\$6,413	\$5,000	\$5,000	\$3,535	\$7,298	\$7,298	\$7,298	\$7,298	\$2,298	45.96%
01.810.6050.000	EXPENDITURE	Professional Development	\$6,019	\$710	\$4,284	\$3,000	\$3,000	\$1,706	\$4,000	\$4,000	\$4,000	\$4,000	\$1,000	33.33%
01.810.6065.000	EXPENDITURE	Purchased Services	\$1,151	\$1,593	\$1,320	\$1,600	\$1,600	\$770	\$1,800	\$1,800	\$1,800	\$1,800	\$200	12.50%
01.810.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100	\$0	0.00%
			\$184,273	\$180,101	\$207,667	\$213,560	\$213,560	\$82,796	\$252,562	\$225,224	\$252,562	\$252,562	\$39,002	18.26%

SUPPLEMENTAL INFORMATION
FY 2023 - 2024

800 - CHARLESTOWN SENIOR/COMMUNITY CENTER:

800-5005 - COORDINATOR'S SALARY - \$45,240

Coordinator - Funds requested for the Director Position at 29 hours per week. Director is responsible for the day-to-day administration of the Sr. Community Center, 16 years employment.

800-5010 - WAGES: Part-Time (2 persons) - \$45,390

Kitchen Manager - \$20,400

Manage kitchen to include handling delivery of meals from caterer and distribution of meals for in-house dining and meals-on wheels clients, supervise kitchen and dining room volunteers, and ensure cleanliness and proper operation of kitchen. This reflects an average of 22 hours per week and 2-week unpaid vacation at \$18.54 per hour. \$408/week at 50 weeks with 3% increase.

Administrative Assist/Program Director - \$24,990

Clerical assistant for Director and Center, plan, develop, and implement programs and activities for the community as well as for seniors. This person assists the Kitchen Manager with coordination of volunteers, serving from time to time and with clean up of programs materials, tables etc. This reflects an average of 25 hours per week with 1-week unpaid vacation at \$19.57 per hour. \$490/week at 51 weeks with 3% increase.

Custodian:

Custodial services handled by contract under purchased services.

800-5020 - AFTER HOURS RENTAL - \$0

Rentals are not currently offered.

800-6015 - DUES & SUBSCRIPTIONS - \$50

RI Senior Directors Association (annual dues)

800-6020 - OPERATING SUPPLIES - \$800

Office Supplies

SUPPLEMENTAL INFORMATION
FY 2023 - 2024

CHARLESTOWN SENIOR/COMMUNITY CENTER (cont'd):

800-8035 - SENIOR/COMMUNITY PROGRAMS - \$26,000

Yoga 4x/week	\$ 11,200
Chair Yoga 1x/week	\$ 1,750
Tai Chi 2x/week	\$ 2,000
Chi Balance	\$ 2,500
Zumba 2x/week	\$ 3,800
New Programs	\$ 2,000
Arts & Entertainment	\$ 2,750

Revenues generated will be placed in general fund.

Senior/Community Center TOTAL REQUESTED BUDGET - \$149,785

SUPPLEMENTAL INFORMATION
FY 2023-2024

810 - RECREATION ADMINISTRATION

810-5005 - Director - \$94,445

Salary \$89,948
Longevity \$4,497

810-5010 - Assistant Director - \$59,542

Salary \$ 59,542
Longevity \$0

810-5015 - SECRETARY - Full Time Parks and Recreation - \$54,677

Salary \$ 52,073
Longevity \$2,604

810-5020 - Recreation Wages - SUMMER BEACH ASSISTANTS - \$27,900

Two Summer Beach Assistants to assist the Director of Parks and Recreation in managing operations during the summer season at the town-operated beaches (Little Nini Pond in Ninigret Park, Charlestown Town Beach, and the Samuel Ferretti Blue Shutters Beach). The assistants work with the Director by overseeing daily operations at the beaches and are responsible for overseeing daily operations seven days a week at the three beaches, including training and managing of staff, scheduling, maintaining financial security and accountability, and looking to the adequacy of safety measures (including response to emergencies). In addition, the Summer Beach Assistants deposit cash receipts daily.

This line item covers two seasonal staff at an hourly rate. Each works 9 hours/day from 7:30- 5:30 (on different days). The increase in this line item reflects an increase in the Senior Summer Beach Assistant's hourly salary from \$21 to \$25/hr. The Senior Summer Beach Assistant works 40 hours per week (Thurs./Fri./Sat./Sun.) for 18 weeks, and the second Summer Beach Assistant works 30 hours per week (Mon./Tues./Wed.) for 15 weeks.

Senior Beach Assistant: 18 weeks x 40 hrs/week x \$25/hr. = \$18,000

Beach Assistant: 15 weeks x 30 hrs/week x \$22/hr. = \$9,900

810-5025 - RECREATION SECRETARY OVERTIME WAGES - \$2,000

Overtime wages are paid per union contract.

SUPPLEMENTAL INFORMATION
FY 2023-2024

RECREATION ADMINISTRATION (Cont'd):

810-6015 - DUES & SUBSCRIPTIONS - \$800

Dues to three professional associations (CRPA, NRPA, and RIRPA) for the Director and Assistant Director.

810-6020 - OPERATING SUPPLIES - \$7,298

Printing costs for two high-quality newsletters that are distributed to schools and local businesses to improve communication by highlighting programs and special events and for supplies, other than central supplies, used to support department programs (seasonal flyers, laminator supplies, computer paper, printer cartridges, toner for three printers as well as other various department items needed for operations) as detailed below:

Newsletter: \$3,400 x 2 = \$6,800

810-6050 - PROFESSIONAL DEVELOPMENT - \$4,000

National Parks and Recreation Conference - Dallas, Texas

Local Parks and Rec. Conference

810-6065 - PURCHASED SERVICES - \$1,800

Yearly payment under three-year contract (2021-2023) for portable toilets placed for 6 months each year at Columbia Heights playground and Wicklund Field.

810-6070 - TRAVEL EXPENSE - \$100

Miscellaneous travel expenses.

Parks & Recreation Administration TOTAL REQUESTED BUDGET - \$252,562

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPEDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.815.5015.000	EXPENDITURE	Seasonal Playground Wages	\$51,626	\$26,873	\$40,114	\$54,000	\$54,000	\$47,607	\$55,610	\$55,610	\$55,610	\$55,610	\$1,610	2.98%
01.815.5025.000	EXPENDITURE	Recreation OT (Assistant & Playground)	\$1,559	\$1,881	\$2,177	\$3,000	\$3,000	\$1,471	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.00%
01.815.5030.000	EXPENDITURE	Recreation Swimming Lesson Wages	\$1,070	\$627	\$654	\$750	\$750	\$708	\$1,500	\$1,500	\$1,500	\$1,500	\$750	100.00%
01.815.8005.000	EXPENDITURE	Camp Ninigret	\$15,242	\$6,732	\$11,434	\$16,000	\$16,000	\$11,541	\$16,000	\$16,000	\$16,000	\$16,000	\$0	0.00%
01.815.8020.000	EXPENDITURE	Basketball Program	\$15,443	\$0	\$8,623	\$16,235	\$16,235	\$154	\$12,500	\$12,500	\$12,500	\$12,500	(\$3,735)	-23.01%
01.815.8025.000	EXPENDITURE	Winter Programs	\$13,562	\$7,763	\$8,905	\$16,570	\$16,570	\$2,843	\$18,950	\$18,950	\$18,950	\$18,950	\$2,380	14.36%
01.815.8030.000	EXPENDITURE	Spring/Summer Programs	\$1,693	\$3,864	\$8,337	\$8,150	\$8,150	\$385	\$10,000	\$8,550	\$8,550	\$8,550	\$400	4.91%
01.815.8035.000	EXPENDITURE	New & Continuing Programs	\$9,406	\$11,891	\$12,558	\$15,230	\$15,230	\$4,477	\$13,525	\$13,525	\$13,525	\$13,525	(\$1,705)	-11.20%
01.815.8040.000	EXPENDITURE	Tennis Program	\$8,974	\$11,313	\$13,837	\$12,754	\$12,754	\$10,658	\$15,000	\$15,000	\$15,000	\$15,000	\$2,246	17.61%
01.815.8045.000	EXPENDITURE	Swim Lessons - Equipment	\$0	\$0	\$165	\$200	\$200	\$18	\$750	\$750	\$750	\$750	\$550	275.00%
01.815.8050.000	EXPENDITURE	Summer Concert	\$9,064	\$12,688	\$8,347	\$10,500	\$10,500	\$8,467	\$10,500	\$10,500	\$10,500	\$10,500	\$0	0.00%
			\$124,901	\$81,099	\$115,151	\$153,389	\$153,389	\$88,269	\$157,335	\$155,885	\$155,885	\$155,885	\$2,496	1.63%
01.820.5015.000	EXPENDITURE	Charlestown Town Beach Wages	\$108,197	\$116,667	\$117,276	\$129,347	\$129,347	\$95,133	\$124,046	\$124,046	\$124,046	\$124,046	(\$5,301)	-4.10%
01.820.5025.000	EXPENDITURE	Charlestown Town Beach OT Wages	\$3,198	\$8,625	\$3,914	\$6,000	\$6,000	\$2,342	\$6,000	\$6,000	\$6,000	\$6,000	\$0	0.00%
01.820.6020.000	EXPENDITURE	Charlestown Town Beach Operating Supplies	\$1,797	\$2,610	\$2,511	\$2,000	\$2,000	\$2,076	\$2,500	\$2,500	\$2,500	\$2,500	\$500	25.00%
01.820.6035.000	EXPENDITURE	Uniforms & Training	\$2,500	\$2,000	\$3,489	\$3,650	\$3,650	\$647	\$3,600	\$3,600	\$3,600	\$3,600	(\$50)	-1.37%
01.820.6040.000	EXPENDITURE	Maintenance & Repairs	\$48	\$218	\$636	\$500	\$500	\$222	\$500	\$500	\$500	\$500	\$0	0.00%
01.820.6045.000	EXPENDITURE	Maintenance Supplies	\$174	\$761	\$37	\$500	\$500	\$0	\$300	\$300	\$300	\$300	(\$200)	-40.00%
01.820.6060.000	EXPENDITURE	Printing & Binding	\$1,136	\$597	\$908	\$1,100	\$1,100	\$0	\$1,100	\$1,100	\$1,100	\$1,100	\$0	0.00%
01.820.6065.000	EXPENDITURE	Purchased Services	\$7,233	\$9,282	\$10,164	\$9,585	\$9,585	\$5,035	\$10,605	\$10,605	\$10,605	\$10,605	\$1,020	10.64%
01.820.6075.000	EXPENDITURE	Tools/Equipment	\$2,408	\$1,922	\$1,452	\$2,000	\$2,000	\$241	\$3,000	\$3,000	\$3,000	\$3,000	\$1,000	50.00%
01.820.6095.000	EXPENDITURE	Beach Cleaning	\$11,483	\$6,750	\$7,750	\$8,500	\$8,500	\$5,000	\$8,500	\$8,500	\$8,500	\$8,500	\$0	0.00%
01.820.6095.001	EXPENDITURE	Purchased Services Covid Cleaning	\$5,233	\$15,823	\$10,152	\$3,000	\$3,000	\$3,628	\$0	\$0	\$0	\$0	(\$3,000)	-100.00%
01.820.6100.000	EXPENDITURE	Property Taxes	\$3,775	\$3,774	\$3,776	\$4,000	\$4,000	\$4,646	\$4,700	\$4,700	\$4,700	\$4,700	\$700	17.50%
			\$147,183	\$169,027	\$162,065	\$170,182	\$170,182	\$118,971	\$164,851	\$164,851	\$164,851	\$164,851	(\$5,331)	-3.13%
01.830.5015.000	EXPENDITURE	Ninigret Park Wages	\$12,179	\$17,043	\$18,212	\$21,930	\$21,930	\$5,475	\$21,930	\$21,930	\$21,930	\$21,930	\$0	0.00%
01.830.5025.000	EXPENDITURE	Ninigret Park OT Wages	\$12	\$248	\$246	\$300	\$300	\$64	\$300	\$300	\$300	\$300	\$0	0.00%
01.830.6020.000	EXPENDITURE	Operating Supplies	\$1,138	\$1,295	\$1,180	\$1,700	\$1,700	\$1,017	\$1,700	\$1,700	\$1,700	\$1,700	\$0	0.00%
01.830.6040.000	EXPENDITURE	Maintenance & Repairs	\$1,115	\$1,213	\$770	\$2,400	\$2,400	\$2,400	\$6,250	\$6,250	\$6,250	\$6,250	\$3,850	160.42%
01.830.6065.000	EXPENDITURE	Purchased Services	\$15,741	\$16,277	\$15,843	\$18,860	\$18,860	\$7,011	\$18,860	\$18,860	\$18,860	\$18,860	\$0	0.00%
01.830.6065.001	EXPENDITURE	Purchased Services Covid Cleaning	\$2,021	\$6,121	\$4,869	\$2,000	\$2,000	\$1,397	\$0	\$0	\$0	\$0	(\$2,000)	-100.00%
01.830.6075.000	EXPENDITURE	Tools/Equipment	\$1,630	\$2,156	\$1,812	\$3,246	\$3,246	\$2,514	\$4,700	\$4,700	\$4,700	\$4,700	\$1,454	44.79%
01.830.9625.000	EXPENDITURE	Disc Golf Course Contracted Service & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000	\$10,000	0.00%
			\$33,835	\$44,353	\$42,933	\$50,436	\$50,436	\$19,879	\$53,740	\$63,740	\$53,740	\$63,740	\$13,304	26.38%

SUPPLEMENTAL INFORMATION
FY 2023-2024

815 - RECREATIONAL PROGRAMS:

815-5015 - SEASONAL WAGES/CAMP NINIGRET - \$55,610

This line item includes seasonal wages to pay staff for the Camp Ninigret program. Camp Ninigret is open to children ages 5-12 and runs from 9:00 AM to 4:00 PM. Extended hours provide an extra time for working families to benefit from our program, 8:00 AM to 9:00 AM and 4:00 PM to 5:00 PM. The base program includes five (5) weeks with two (2) optional extended weeks. Camp numbers will remain at 120 maximum participants for the summer. Fees are as follows for the first five weeks of camp: Residents - \$350, Non-Residents - \$425. For the two extended weeks, fees are as follows: Residents - \$150/Week, Non-Residents - \$200/Week. Minimum wage is increasing to \$13.00 per hr. This will increase the seasonal wages request. Wages will vary from year to year due to increase in camper registrations and staff pay rates adjusted for longevity.

815-5025 - RECREATION SUMMER BEACH ASSISTANT OT - \$3,000

815-5030 - SWIMMING LESSONS WAGES - \$1,500

This line item pays for swimming lessons instructors. The swimming lessons take place at Watchaug Pond in Burlingame State Park and run throughout the month of July. The enrollment numbers determine how many guards are needed. Two sessions of swim lessons will be offered, instead of one due to high demand.

815-8005 - CAMP NINIGRET - \$16,000

This line item includes equipment, camper and staff shirts, field trips, busing, camp performers, and leadership speakers. Registration fees are deposited in the general fund. We expect to go on more trips as businesses continue to reopen to large groups. Campers pay an extra fee per field trip (\$20) to help cover costs, the trips are optional, and children can remain supervised at camp if they do not want to go on the trip.

815-8020 - BASKETBALL (YOUTH) - \$12,500

Town operated youth basketball leagues. Registration fees are deposited in the general fund. This program runs from November - March, dates are dependent upon gym availability. Fee structure is as follows: \$65 per participant, with family tiered pricing of \$60 for the second child, \$55 for the third. There were 113 participants in the youth basketball program in 2021-2022, we expect these numbers to increase this year. This line covers jerseys, referees, trophies, first aid, league staff, staff shirts, and equipment. The line item reflects the number of participants, years ago the numbers were at 140 and after Covid seem to be leveling out at 120.

SUPPLEMENTAL INFORMATION
FY 2023-2024

RECREATIONAL PROGRAMS (Cont'd):

The Hall Monitor will continue as a stipulation mandated by the Board of Education for facility use for an adult to oversee each program run in a CHARIHO school facility. We will also continue to use funds in order to have a mandated CHARIHO Maintenance employee present at all weekend and holiday hours that the program is in operation at a CHARIHO school, the cost of this staff can vary from \$18.00-\$40.00 per hour.

815-8025 - FALL/WINTER PROGRAMS - \$18,950

Includes Fall Fun Fest event, Halloween Dance, Trunk or Treat, Town Hall Trick or Treating, Santa Meet and Greet, and New Year's Bonfire. Trips taken in the fall and winter sell tickets to help offset costs. The Trunk or Treat event has required additional candy supplies, portable lights, and better signage. Dances and trips are revenue making events.

Description	Cost
Fall Fest	\$2,000.00
New York City Bus Trip	\$3,000.00
Boston Celtics Trip	\$6,500.00
Dances	\$3,200.00
Christmas Spectacular	\$2,500.00
New Year's Eve Bonfire	\$1,750.00
Total	\$18,950.00

815-8030 - SPRING/SUMMER PROGRAMS - \$8,550

This line item is for annual programs and events in the spring and summer including the Easter Egg Hunt, Spring Dance, Fishing Derby, Columbia Heights Block Party, Earth Day, and Deerfoot 5K. The Deerfoot 5K was moved to Spring/Summer Programs due to the success coinciding it with our Earth Day event last year. Babysitting is a revenue producing course along with the dances.

SUPPLEMENTAL INFORMATION
FY 2023-2024

RECREATIONAL PROGRAMS (Cont'd):

Description	Cost
Spring Dance	\$1,000.00
Easter Egg Hunt	\$1,400.00
Fishing Derby	\$600.00
Babysitting Class	\$400.00
Superhero Breakfast	\$275.00
Teddy Bear Picnic	\$275.00
Block Party	\$1,000.00
Earth Day	\$1,900.00
Deerfoot 5K	\$1,700.00
Total	\$8,550.00

815-8035 - NEW/ONGOING PROGRAMS - \$13,525

This line item includes new and ongoing programming such as Flag Football, Pickleball Lessons and Tournaments. Both Fall and Spring Flag Football programs have been successful and show an increased number of teams or steady number of teams adding to games and expenses. Flag Football expenses are covered by the \$650 registration fee per team and has been consistently level funded. Staffing is dependent on the size of each event.

Description	Cost
Pickleball Tournament	\$500.00
Pickleball Lessons	\$1,000.00
Flag Football	\$11,425.00
Youth Flag Rugby	\$600.00
Total	\$13,525.00

SUPPLEMENTAL INFORMATION
FY 2023-2024

RECREATIONAL PROGRAMS (Cont'd):

815-8040 - TENNIS PROGRAM - \$15,000

Reflects costs for yearlong tennis program wages that take place at Ninigret Park and Richmond Elementary School. Minimum wage is increasing to \$13.00/hour. This line item also reflects costs of replacing used equipment such as Tennis Balls and Ball Hoppers.

815-8045 - SWIM LESSONS - \$750

Equipment needed for swimming lessons at Watchaug Pond. Additionally, \$275 x 2hrs. – Professional Mermaid - \$550

815-8050 – SUMMER CONCERT/MOVIE SERIES - \$10,500

Five Summer Concerts, followed up by movies in the park during the Summer. This cost is partially covered by sponsors. We will continue to request outside business for sponsorship.

Recreation Programs TOTAL REQUESTED BUDGET - \$155,885

SUPPLEMENTAL INFORMATION
FY 2023-2024

820 - CHARLESTOWN BEACH

820-5015 - SEASONAL WAGES - \$124,046

Total seasonal wages for Town Beach lifeguards, beach attendants, beach patrol and beach manager.

A. Lifeguards

This line will cover expenses for the period of July 1, 2023, through June 30, 2024. It is proposed that the salary remain \$15/ hour for “new guards”. This has proven to be effective in attracting quality lifeguards to our program. This will enable the department to be competitive in hiring lifeguards for the summer. Those guards who return from the previous year will be given a .50 per hour increase from their previous year’s salary. For budgeting purposes, \$15.00/hour will be used. The beach season will begin Memorial Day Weekend and will operate 7 days a week until Labor Day.

Lifeguards	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	5	8	67	\$40,200.00
Weekends	\$15.00	6	10	34	\$30,600.00
Holidays	\$22.50	6	10	4	\$5,400.00
				Total	\$76,200.00

B. Beach Attendants

Two and one-half (2.5) attendants on weekdays and (3.5) attendants on weekends and holidays are required at the Charlestown Town Beach. For budgeting purposes \$13.25/hour will be used.

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$13.25	2	8.25	67	\$14,647.88
Weekends	\$13.25	2	10.25	34	\$9,235.25
Holidays	\$19.25	2	10.25	4	\$1,578.50
UAVFAA 107 Operator					
Weekdays	\$15.00	2	2	67	\$4,020.00
Weekends	\$15.00	2	2	34	\$2,040.00
Holidays	\$16.75	2	2	4	\$268.00
				Total	\$31,789.63

SUPPLEMENTAL INFORMATION
FY 2023-2024

CHARLESTOWN BEACH (Cont'd):

C. Charlestown Town Beach Manager

The beach manager is responsible for daily collection, accounting, scheduling, deposits, and overall operation of the facility.

Beach Manager	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	1	8.5	67	\$8,542.50
Weekends	\$15.00	1	10.5	34	\$5,355.00
Holidays	\$22.50	1	10.5	4	\$945.00
				Total	\$14,842.50

D. Beach Patrol

A staff member will work designated weekends in the summer to monitor the beaches and assist the lifeguards with patrons.

Beach Patrol	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$13.25	1	8	10	\$1,060.00
Holidays	\$19.25	1	8	1	\$154.00
				Total	\$1,214.00

820-5015 - SEASONAL WAGES

Lifeguard Total	\$76,200.00
Beach Attendant Total	\$31,789.63
Beach Manager Total	\$14,842.50
Beach Patrol Total	\$1,214.00
Total	\$124,046.13

SUPPLEMENTAL INFORMATION
FY 2023-2024

CHARLESTOWN BEACH (Cont'd):

820-5025 - TOWN BEACH OVERTIME WAGES - \$6,000

Lifeguards out sick, promoting adequate staffing throughout the season. Bonus staying until season end - \$200 x 5 guards.

820-6020 - OPERATING SUPPLIES - \$2,500

Paper products, soaps for restrooms, supplies for pavilion restroom maintenance, office and first aid supplies for first aid room.

820-6035 - UNIFORMS, TRAINING AND CERTIFICATIONS - \$3,600

Uniform reimbursement and re-certification for returning guards. Also, a spring Lifeguard Certification class, along with First Aid, CPR, and AED training for the entire summer staff. This increase includes additional trainings in the summer by Joseph Vingi - a certified lifeguard instructor.

8 Uniforms at \$50 Per Uniform - 2 Additional	\$400.00
Beach Manager, Beach Attendant and Supervisor	\$100.00
Lifeguard Sweatshirts	\$300.00
Lifeguard Swimsuits	\$300.00
Lifeguard Training & Recertification - Additional	\$2,500.00
Total	\$3,600.00

820-6040 - MAINTENANCE & REPAIRS - \$500

Miscellaneous maintenance and repairs at beach as needed including maintenance parts and replacement items for pavilion and rinsing stations. Lifeguard chairs require refurbishing, the rain garden will require maintenance, and continuous repairs to structures on site as needed, replace plant materials yearly, mulch etc. Repair of locks and security system as needed.

820-6045 - MAINTENANCE SUPPLIES - \$300

Repair, replace and/or rebuild parking lot signage as needed.

SUPPLEMENTAL INFORMATION
FY 2023-2024

CHARLESTOWN BEACH (Cont'd):

820-6060 - PRINTING & BINDING - \$1,100

This line item covers the purchase of window decals and cottage passes for entry into the beach parking lot for the beach season. During the 2020-2021 beach season additional window decals were purchased to meet increased demand. The amount for 2022-2023 reflects this increase.

820-6065 - PURCHASED SERVICES - \$10,605

Portable Toilet Facility: Six (6) Times at \$415/Month and Emergency Pump Outs	\$2,795.00
Ocean Testing as Mandated by the State of Rhode Island	\$1,050.00
Medical Supplies - First Aid Supplies for Lifeguards and Patrons	\$210.00
Water Service	\$100.00
Clivus Inspections and Winterization - \$300/Visit - 5 Visits	\$1,500.00
Close Facilities - Plumber/Wells	\$300.00
Pavilion Urine Tank Pump outs - \$215/Visit - 9 Visits	\$1,935.00
Post Season Open and Close Beach Pavilion	\$2,715.00
Total	\$10,605.00

820-6075 - TOOLS & EQUIPMENT- \$3,000

Six replacement radios and chargers to improve communication. Purchase of replacement buoys and weights and lines as needed.
Purchase an ADA accessible (Mobile Mat) to allow easier accessibility into Charlestown Town Beach.

820-6095 - BEACH CLEANING SERVICES - \$8,500

Twice weekly, beach cleaning services for Charlestown beach to maintain safe beaches free of debris.
This number has been increased 8 times due to the extended beach season.

820-6100 - TAXES - \$4,700

Payment to South Kingstown for town-owned beach property located within South Kingstown.

Charlestown Beach TOTAL REQUESTED BUDGET - \$164,851

SUPPLEMENTAL INFORMATION
FY 2023-2024

830-NINIGRET PARK:

830-5015 - SEASONAL WAGES - \$21,930

A. Lifeguards

This line will cover expenses for the period of July 1, 2022, through June 30, 2023. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. For budgeting purposes \$15.00/hour will be used. *Note - holiday rate of pay = time +1/2 paid to lifeguards.

Lifeguards	Rate of Pay	Number of Positions	Hours	Number of Days	Total Pay
Weekdays	\$15.00	2	8	52	\$12,480.00
Weekends	\$15.00	2	9	29	\$7,830.00
Holidays	\$22.50	2	9	4	\$1,620.00
				Total	\$21,930.00

Please note: There is no deduction for rain due to the fact that guards usually remain on duty for camp related lifeguard safety duties, picnic and other small gatherings which often occur during inclement weather.

830-5025 - NINIGRET PARK OVERTIME WAGES - \$300

Lifeguards out sick, short, staffed end of year.

830-6020 - OPERATING SUPPLIES - \$1,700

Composting and public restroom

Restroom Supplies (toilet paper, paper towels, etc.)	\$900.00
Cleaning Supplies (floor cleaner, disinfectants)	\$800.00
Total	\$1,700.00

SUPPLEMENTAL INFORMATION
FY 2023-2024

NINIGRET PARK (Cont'd):

830-6040 - MAINTENANCE & REPAIRS - \$6,250

Multi-use trail maintenance and signs as needed – Goulding Trail in Park and Tarzan Brown Trail	\$950.00
Miscellaneous maintenance and repairs to facilities and buildings/grounds as needed	\$500.00
Add chips to playground area play surface and fitness area, yearly maintenance	\$2,500
Engineered Wood Fiber - ASTM and ADA compliance	
Basketball Replacement pads and nets	\$1,120.00
Tennis and Pickleball replacement nets, cranks for tennis courts and pickleball courts	\$1,180.00
Total	\$6,250.00

830-6065 - PURCHASED SERVICES - \$18,860 – Additional Pump outs for (2) Additional Clivus Units

Close Facility (plumber/well expertise required)	\$300.00
AED Replacement	\$1,000.00
Biweekly Coliform Test	\$600.00
Medical Supplies	\$400.00
Restroom Cleaning, Lil' Nini' and 6 composting toilets twice weekly by an outside agency (insert # amount) for the season, plus 6 new Clivus toilets for year-round use	\$10,710.00
Water Service	\$450.00
Pest Control	\$500.00
Clivus Service - Clivus is state licensed to do this service	\$4,000.00
Six composting toilets urine tanks pump outs twice yearly	\$900.00
Total	\$18,860.00

SUPPLEMENTAL INFORMATION
FY 2023-2024

NINIGRET PARK (Cont'd):

830-6075 - TOOLS & EQUIPMENT - \$4,700

This line item includes a storage shed and replacement money for playground equipment that brakes.

Wheelbarrows, Rakes, Shovels	\$400.00
Playground replacement equipment	\$2,000
AED Battery Service Contract, Replace Pads, etc.	\$200.00
Supplies for New Fitness Area	\$200.00
Tennis Special Event Supplies	\$200.00
Storage Shed and Storage Shelving	\$1,700.00
Total	\$4,700.00

830-9625 – DISC GOLF COURSE CONTRACTED SERVICE & MAINTENANCE - \$10,000

Ninigret Park TOTAL REQUESTED BUDGET- \$63,740

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.850.5015.000	EXPENDITURE	Blue Shutters Wages	\$94,562	\$110,357	\$111,573	\$129,347	\$129,347	\$78,561	\$124,046	\$124,046	\$124,046	\$124,046	(\$5,301)	-4.10%
01.850.5025.000	EXPENDITURE	Blue Shutters OT Wages	\$8,416	\$11,844	\$7,768	\$9,000	\$9,000	\$3,965	\$9,000	\$9,000	\$9,000	\$9,000	\$0	0.00%
01.850.6020.000	EXPENDITURE	Blue Shutters Beach Operating Supplies	\$1,760	\$2,720	\$2,447	\$2,720	\$2,720	\$2,082	\$2,720	\$2,720	\$2,720	\$2,720	\$0	0.00%
01.850.6035.000	EXPENDITURE	Uniforms & Training	\$2,453	\$2,018	\$3,369	\$3,650	\$3,650	\$617	\$4,600	\$4,600	\$4,600	\$4,600	\$950	26.03%
01.850.6040.000	EXPENDITURE	Maintenance & Repairs	\$65	\$266	\$659	\$500	\$500	\$229	\$500	\$500	\$500	\$500	\$0	0.00%
01.850.6045.000	EXPENDITURE	Maintenance Supplies	\$236	\$642	\$45	\$500	\$500	\$0	\$300	\$300	\$300	\$300	(\$200)	-40.00%
01.850.6060.000	EXPENDITURE	Printing & Binding	\$1,136	\$597	\$908	\$1,100	\$1,100	\$938	\$1,100	\$1,100	\$1,100	\$1,100	\$0	0.00%
01.850.6065.000	EXPENDITURE	Purchased Services	\$7,838	\$9,083	\$10,126	\$10,000	\$10,000	\$6,578	\$10,605	\$10,605	\$10,605	\$10,605	\$605	6.05%
01.850.6075.000	EXPENDITURE	Tools/Equipment	\$1,550	\$1,617	\$1,677	\$4,100	\$4,100	\$241	\$2,000	\$2,000	\$2,000	\$2,000	(\$2,100)	-51.22%
01.850.6095.000	EXPENDITURE	Beach Cleaning	\$11,483	\$6,750	\$7,750	\$8,500	\$8,500	\$5,500	\$8,500	\$8,500	\$8,500	\$8,500	\$0	0.00%
01.850.6095.001	EXPENDITURE	Purchased Services Covid Cleaning	\$5,233	\$15,823	\$9,261	\$3,000	\$3,000	\$3,632	\$0	\$0	\$0	\$0	(\$3,000)	-100.00%
			\$134,731	\$161,716	\$155,582	\$172,417	\$172,417	\$102,343	\$163,371	\$163,371	\$163,371	\$163,371	(\$9,046)	-5.25%
01.900.9005.000	EXPENDITURE	Open Space 2013 Principal	\$200,000	\$200,000	\$205,000	\$210,000	\$210,000	\$210,000	\$215,000	\$215,000	\$215,000	\$215,000	\$5,000	2.38%
01.900.9006.000	EXPENDITURE	Beach Pavilion Principal	\$48,904	\$51,621	\$51,621	\$54,338	\$54,338	\$54,338	\$57,055	\$57,055	\$57,055	\$57,055	\$2,717	5.00%
01.900.9007.000	EXPENDITURE	Affordable Housing 2013 Principal	\$41,096	\$43,379	\$43,379	\$45,662	\$45,662	\$45,662	\$47,945	\$47,945	\$47,945	\$47,945	\$2,283	5.00%
01.900.9008.000	EXPENDITURE	Recreation Bond Principal \$1M	\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$100,000	\$105,000	\$105,000	\$105,000	\$105,000	\$5,000	5.00%
01.900.9021.000	EXPENDITURE	Open Space Bond Principal 3M	\$150,000	\$150,000	\$145,000	\$145,000	\$145,000	\$145,000	\$140,000	\$140,000	\$140,000	\$140,000	(\$5,000)	-3.45%
01.900.9026.000	EXPENDITURE	Open Space Interest 3M	\$19,250	\$15,125	\$11,256	\$6,906	\$6,906	\$6,906	\$2,275	\$2,275	\$2,275	\$2,275	(\$4,631)	-67.06%
01.900.9029.000	EXPENDITURE	Affordable Housing Interest	\$29,389	\$28,330	\$27,138	\$25,799	\$25,799	\$25,799	\$24,278	\$24,278	\$24,278	\$24,278	(\$1,521)	-5.90%
01.900.9031.000	EXPENDITURE	Open Space 2013 Interest	\$24,725	\$20,425	\$16,071	\$11,610	\$11,610	\$6,935	\$7,042	\$7,042	\$7,042	\$7,042	(\$4,568)	-39.35%
01.900.9032.000	EXPENDITURE	Beach Pavilion Interest	\$34,973	\$33,713	\$32,294	\$30,701	\$30,701	\$30,701	\$28,891	\$28,891	\$28,891	\$28,891	(\$1,810)	-5.90%
01.900.9033.000	EXPENDITURE	Recreation Bond Interest	\$20,249	\$17,671	\$15,111	\$12,567	\$12,567	\$6,989	\$9,910	\$9,910	\$9,910	\$9,910	(\$2,657)	-21.14%
01.900.9045.000	EXPENDITURE	DPW Dump Truck 2016	\$20,735	\$41,034	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.900.9050.000	EXPENDITURE	Ambulance L/P Amb Corp (2012)	\$54,081	\$159,006	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.900.9055.000	EXPENDITURE	DPW Sweeper All Vac/Catch 2016	\$38,244	\$75,902	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.900.9075.000	EXPENDITURE	DPW Dump Truck W/Plow (7 L/P)	\$21,372	\$62,705	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.900.9096.000	EXPENDITURE	DPW Heavy Duty Dump Truck	\$20,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.900.9098.000	EXPENDITURE	DPW F-350 HD (5YR L/P)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
			\$818,638	\$993,912	\$646,870	\$642,583	\$642,583	\$632,330	\$637,396	\$637,396	\$637,396	\$637,396	(\$5,187)	-0.81%

SUPPLEMENTAL INFORMATION
FY 2023-2024

850 - BLUE SHUTTERS BEACH

850-5015 - SEASONAL WAGES - \$124,046

Total seasonal wages for Blue Shutters Beach lifeguards, beach attendants, beach patrol and beach manager:

A. Lifeguards

This line will cover expenses for the period of July 1, 2023, through June 30, 2024. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. The base salary for the lifeguards will begin at \$15/hr. Note - holiday rate of pay = time +1/2 paid for lifeguards. The Beach Season will begin May 27 (Memorial Weekend) full time and run until September 4.

Lifeguards	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	5	8	67	\$40,200.00
Weekends	\$15.00	6	10	34	\$30,600.00
Holidays	\$22.50	6	10	4	\$5,400.00
				Total	\$76,200.00

B. Beach Attendants

Two full-time and two half-time attendants on weekdays and two full-time and two half-time attendants on weekends and holidays are required at the Blue Shutters Beach. For budgeting purposes \$13.25/hour will be used. Minimum wage is expected to increase to \$13. in 2023.

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$13.25	2	8.25	67	\$14,647.88
Weekends	\$13.25	2	10.25	34	\$9,235.25
Holidays	\$19.25	2	10.25	4	\$1,578.50
UAV FAA 107 Operator					
Weekdays	\$15.00	2	2	67	\$4,020.00
Weekends	\$15.00	2	2	34	\$2,040.00
Holidays	\$16.75	2	2	4	\$268.00
				Total	\$31,789.63

SUPPLEMENTAL INFORMATION
FY 2023-2024

BLUE SHUTTERS BEACH (Cont'd):

C. Blue Shutters Beach Manager

The beach manager is responsible for daily collection, instructing beach attendants on any new equipment for accounting, scheduling, deposits, and overall operation of the facility. This line item is also used for the training of staffing of all positions.

Beach Manager	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	1	8.5	67	\$8,542.50
Weekends	\$15.00	1	10.5	34	\$5,355.00
Holidays	\$22.50	1	10.5	4	\$945.00
				Total	\$14,842.50

D. Beach Patrol

A staff member will work designated weekends in the summer to monitor the beaches and assist the lifeguards with patrons. Minimum wage will be raised to \$13.as of Jan. 2023 and the beach patrol's rate of pay reflects this.

Beach Patrol	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$13.25	1	8	10	\$1,060.
Holidays	\$19.25	1	8	1	\$154.00
				Total	\$1,214.00

850-5015 – Seasonal Wages (Summary)

Lifeguard Total	\$76,200.00
Beach Attendant Total	\$31,789.63
Beach Manager Total	\$14,842.50
Beach Patrol	\$1,214.00
Total	\$124,046.13

SUPPLEMENTAL INFORMATION
FY 2023-2024

BLUE SHUTTERS BEACH (Cont'd):

850-5025 - BLUE SHUTTERS OVERTIME WAGES - \$9,000

Lifeguards out sick, short, staffed end of year issues.

850-6020 - OPERATING SUPPLIES - \$2,720

Paper products, soaps for restrooms, cleaning supplies, Nepanol foaming product for Clivus composting toilets for \$580 per beach, lifeguard equipment, and replacement flags. Purchase sawdust for composting toilet units yearly.

850-6035 - UNIFORMS, TRAINING AND CERTIFICATIONS - \$4,600

Uniform reimbursement and re-certification for returning guards. Also, a spring Lifeguard Certification class, along with First Aid, CPR, and AED training for the entire summer staff. This increase includes additional trainings in the summer by Joseph Vingi - a certified lifeguard instructor.

Uniforms (8 x \$50/Uniform)	\$400.00
Beach Manager, Beach Attendant, Beach Patrol, and Supervisor Uniform	\$100.00
Lifeguard Swimsuits	\$300.00
Lifeguard Sweatshirts	\$300.00
Training and Certifications	\$3,500.00
Total	\$4,600.00

850-6040 - MAINTENANCE & REPAIRS - \$500

Many costs occur during spring before the season opens. Miscellaneous maintenance and repairs at beach as needed including maintenance parts and replacement items for pavilion and rinsing stations. Lifeguard chairs require refurbishing and continuous repairs to structures on site as needed. Repair of locks and system as needed.

850-6045 - MAINTENANCE SUPPLIES - \$300

Replace signage as necessary, paper supplies, towels, beach office supplies-paper, note pads, pens.

850-6060 - PRINTING & BINDING - \$1,100

This line item covers the purchase of window decals and cottage passes for entry into the beach parking lot for the beach season. The amount for 2023-2024 reflects this increase.

**SUPPLEMENTAL INFORMATION
FY 2023-2024**

BLUE SHUTTERS BEACH (Cont'd):

850-6065 – PURCHASED SERVICES - \$10,605

Portable Toilet Facility Pump Outs and Emergency Pump Outs - Bid Yearly	\$2,795.00
Ocean Testing as Mandated by State of Rhode Island - \$75/Test - 10 Tests Minimum	\$1,050.00
Medical Supplies	\$210.00
Water Service	\$100.00
Clivus Composter Tank and System Inspections - \$300/Visit	\$1,500.00
Close Facilities: Plumbing/Wells	\$300.00
Pavilion Urine Tank Pump Outs - \$215/Pump Out - 9/Season	\$1,935.00
Post Season Open and Close Pavilion: One Person for 5 hrs. End of Sept.	\$2,715.00
Total	\$10,605.00

850-6075 - TOOLS & EQUIPMENT - \$2,000

Replace pads for AED. Purchase of replacement buoys and weights and lines as needed. Any necessary repairs to the beach radios, walkie talkies, and other communication device for beach staff. A new surfboard is needed to replace an older broken board - \$1,500.

850-6095 - BEACH CLEANING - \$8,500

Twice weekly, beach cleaning services for Blue Shutters beach to maintain safe beaches free of debris. Must be cleaned 34 times this season at a cost of \$250 each cleaning. Twice weekly, beach cleaning services for Charlestown beach to maintain safe beaches free of debris.

Blue Shutters Beach TOTAL REQUESTED BUDGET - \$163,371

SUPPLEMENTAL INFORMATION
FY2023 - 2024

900 - DEBT SERVICE:

900-9005 - \$2M OPEN SPACE BOND 2015 PRINCIPAL - \$215,000

Principal payment on Open Space Bonds was issued in summer 2014. Authority given in fiscal year 2004 for \$2 million. The bond will be payable from 2014 to 2025.

900-9006 - \$1.19M BEACH PAVILION BOND 2015 PRINCIPAL - \$57,055

Principal payment on 20-year bond for Beach Pavilions. Authority given in fiscal year 2011 for \$1.19 million. The bond will be payable from 2014 to 2034.

900-9007 - \$1M AFFORDABLE HOUSING BOND 2015 PRINCIPAL - \$47,945

Principal payment on 20-year bond for Affordable Housing. Authority given in fiscal year 2006 for \$1 million. The bond will be payable from 2014 to 2034.

900-9008 - \$1M RECREATION BOND PRINCIPAL – \$105,000

Principal payment on 10-year bond for Recreation issued November 2016. Authority given June 2015. The bond will be payable from 2017 to 2027.

900-9021 - \$3M OPEN SPACE BOND PRINCIPAL - \$140,000

Principal payment on Series “A” Open Space Bonds issued in February 2004. Authority given in fiscal year 2000 for \$2 million and in year 2002 for \$1 million. The bond is payable from February 2005 to February 2024.

900-9026 - \$3M OPEN SPACE BOND INTEREST - \$2,275

Open space bond interest payable for fiscal year 2024.

900-9029 - \$1M AFFORDABLE HOUSING INTEREST - \$24,278

Affordable Housing bond interest payable for fiscal year 2024.

SUPPLEMENTAL INFORMATION
FY2023 - 2024

DEBT SERVICE (cont'd):

900-9031 - \$2M OPEN SPACE INTEREST - \$7,042

Open space bond interest payable for fiscal year 2024.

900-9032 - \$1.19M BEACH PAVILION INTEREST - \$28,891

Beach Pavilions bond interest payable for fiscal year 2024.

900-9033 - \$1M RECREATION BOND INTEREST - \$9,910

Recreation bond interest payable for fiscal year 2024.

Debt Service TOTAL REQUESTED BUDGET - \$637,396

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPEDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.920.5005.000	EXPENDITURE	In Lieu Health Insurance	\$10,830	\$9,967	\$10,453	\$12,500	\$12,500	\$3,871	\$11,000	\$11,000	\$11,000	\$11,000	(\$1,500)	-12.00%
01.920.5004.000	EXPENDITURE	CPMA Degree Incentive	\$0	\$0	\$0	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$0	100.00%
01.920.5004.001	EXPENDITURE	CPMA Tuition Reimbursement	\$0	\$0	\$0	\$6,000	\$6,000	\$818	\$6,000	\$6,000	\$6,000	\$6,000	\$0	100.00%
01.920.5010.000	EXPENDITURE	Town Funded Retiree Pensions	\$11,588	\$5,509	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.920.5015.000	EXPENDITURE	Vacation Buyouts	\$18,562	\$22,112	\$23,809	\$26,825	\$26,825	\$24,129	\$27,630	\$27,630	\$27,630	\$27,630	\$805	3.00%
01.920.9205.000	EXPENDITURE	FICA Tax	\$390,380	\$425,449	\$443,460	\$458,145	\$458,145	\$183,711	\$481,052	\$481,052	\$500,000	\$500,000	\$41,855	9.14%
01.920.9210.000	EXPENDITURE	Health Insurance	\$1,095,264	\$1,147,972	\$1,047,233	\$908,156	\$908,156	\$561,748	\$983,564	\$983,564	\$983,564	\$983,564	\$75,408	8.30%
01.920.9210.008	EXPENDITURE	OPEB Trust Fee	\$18,778	\$20,903	\$26,046	\$26,826	\$26,826	\$7,853	\$26,826	\$26,826	\$26,826	\$26,826	\$0	0.00%
01.920.9215.000	EXPENDITURE	Delta Dental-ER	\$56,861	\$52,361	\$51,932	\$46,461	\$46,461	\$22,687	\$57,125	\$57,125	\$53,000	\$53,000	\$6,539	14.07%
01.920.9220.000	EXPENDITURE	Life Insurance	\$16,189	\$18,871	\$16,868	\$18,452	\$18,452	\$6,341	\$19,375	\$19,375	\$19,375	\$19,375	\$923	5.00%
01.920.9225.000	EXPENDITURE	Employer Pension Contribution	\$712,593	\$792,817	\$848,877	\$1,023,292	\$1,023,292	\$320,428	\$931,196	\$931,196	\$931,196	\$931,196	(\$92,096)	-9.00%
01.920.9240.000	EXPENDITURE	Unemployment Expenses	\$7,385	\$259	(773)	\$10,000	\$10,000	\$0	\$10,000	\$10,000	\$5,000	\$5,000	(\$5,000)	-50.00%
01.920.9250.000	EXPENDITURE	Employee Asst Program	\$1,800	\$2,108	\$2,000	\$2,000	\$2,000	\$2,800	\$2,940	\$2,940	\$2,940	\$2,940	\$940	47.00%
			\$2,340,230	\$2,498,327	\$2,469,904	\$2,550,657	\$2,550,657	\$1,146,387	\$2,568,708	\$2,568,708	\$2,578,531	\$2,578,531	\$27,874	1.09%
01.940.9435.000	EXPENDITURE	Auditing Service	\$33,075	\$28,056	\$39,004	\$42,000	\$42,000	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$29,600	70.48%
01.940.9440.000	EXPENDITURE	Town Solicitor	\$131,793	\$126,871	\$129,850	\$131,160	\$131,160	\$34,400	\$131,160	\$131,160	\$131,160	\$135,160	\$4,000	3.05%
01.940.9445.000	EXPENDITURE	Special Service/Legal	\$29,005	\$27,137	\$25,003	\$30,000	\$30,000	\$6,393	\$30,000	\$30,000	\$30,000	\$30,000	\$0	0.00%
01.940.9450.000	EXPENDITURE	Miscellaneous Legal	\$21,120	\$14,799	\$16,370	\$30,000	\$30,000	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$0	0.00%
01.940.9455.000	EXPENDITURE	Risk Assessment Study-FB Reserve	\$0	\$42,000	\$42,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.940.9475.000	EXPENDITURE	Finance/IT/Administration Study	\$0	\$0	\$0	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	(\$40,000)	-100.00%
01.940.9480.000	EXPENDITURE	Town-Wide Survey	\$5,680	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
			\$220,672	\$238,862	\$252,227	\$273,160	\$273,160	\$112,393	\$262,760	\$262,760	\$262,760	\$266,760	(\$6,400)	-2.34%
01.950.9550.000	EXPENDITURE	Town Insurance	\$244,672	\$292,698	\$295,620	\$322,884	\$322,884	\$319,884	\$367,867	\$367,867	\$367,867	\$367,867	\$44,983	13.93%
01.960.9625.000	EXPENDITURE	Council Contingency Fund	\$7,412	\$489	\$7,329	\$50,000	\$50,000	\$27,387	\$50,000	\$50,000	\$50,000	\$50,000	\$0	0.00%
01.960.9625.002	EXPENDITURE	Contingency for Collective Bargaining	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	0.00%
01.960.9625.003	EXPENDITURE	Contingency for Longevity Collective Bargaining	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
			\$7,412	\$489	\$7,329	\$50,000	\$50,000	\$27,387	\$50,000	\$50,000	\$50,000	\$100,000	\$50,000	100.00%

SUPPLEMENTAL INFORMATION
FY2023- 2024

920 - EMPLOYEE BENEFITS:

920-5005 - IN LIEU OF HEALTH INSURANCE - \$11,000

Employee option payment for non-participation in health coverage. Currently includes six municipal employees.

920-5004 - CPMA Degree Incentive- \$12,000 (per CPMA FY22-24 contract)

920-5004.1 - CPMA TUITION REIMBURSEMENT- \$6,000 (per CPMA FY22-24 contract)

Three employees are reported that they are planning to take courses in FY23-24.

920-5010 - RETIREES' SALARIES - \$0

Covers one employee and the spouse of an employee who retired with Town pensions prior to the Town's participation in State system.

920-5015 - VACATION BUYOUT - \$27,630

CPMA agreement allows the buyout of one week of vacation.

920-9205 - FICA TAX EXPENSE - \$500,000

payroll.

Calculated @ 7.65% of estimated total

920-9210 - HEALTH INSURANCE - \$983,564

The health insurance calculation is funded with a projected rate increase over the current year actual costs for all employees. In FY 2009, the Town became a member of the Governmental Health Group of Rhode Island. This group provides health insurance to approximately 32 Rhode Island cities, towns, and school districts on a self-funded basis. Full-time employees are required to co-pay 20% of their health insurance premium. Retirees covered with health benefits with no co-pay include 5 former municipal employees and 9 former police officers. Of these, 11 individuals are on Plan 65. There are 6 former police officers and one municipal employee who pay between 15 and 20% for their health insurance. An eyeglass/contact lens benefit at \$150 per year per employee is also funded in this account for full time employees.

The Post-Employment Benefits account is now fully funded and future General Fund health insurance expenses for retirees will be paid by the fund, not current taxpayers. This year the amount is approximately a \$200,000 decrease of our insurance cost.

SUPPLEMENTAL INFORMATION
FY2023- 2024

EMPLOYEE BENEFITS (cont'd):

920-9210 - OPEB TRUST FEE - \$26,826

The RI Interlocal Trust OPEB funding Program plan is managed by Vanguard. The Trust earn a higher rate of investment income due to number of members. The fees are based on plan activities and performance. We may have an increase in fees due to increase in activities like distributions.

920-9215 - DENTAL INSURANCE - \$53,000

Dental premiums for all full-time employees and two retirees are projected at an increase.

920-9220 - LIFE INSURANCE - \$19,375

Premiums for insurance coverage per Union and Municipal Management Agreements.

920-9225 - RETIREMENT - \$931,196

Cost to the Town for participation in the Rhode Island Employees' Retirement System for municipal and police personnel. FY 2024 municipal employer rate calculated @ 4.70 % for the Defined Benefit Plan and 1% for the Defined Contribution Plan, 9.25% for employees with 20 years of service as of 6/30/12 for the Defined Benefit Plan, and Police rate calculated @ 29.9%, for the Defined Benefit plan. FY23 rates were 7.08% for Municipal and 36.2% for Police. Also included is a 2% contribution of annual base salary (\$2,816) for the Town Administrator into the Town Mission Square (previously known as ICMA) Defined Contribution plan.

920-9240 - UNEMPLOYMENT - \$5,000

Costs incurred by the Town for seasonal employees' unemployment benefits and severed employees.

920-9250 - EMPLOYEE ASSISTANCE PROGRAM - \$2,940

Crisis referral service designed for persons in need of counseling. This is the yearly fee for up to 70 employees.

Employee Benefits TOTAL REQUESTED BUDGET - \$2,578,531

SUPPLEMENTAL INFORMATION
FY2023 – 2024

940 - PROFESSIONAL SERVICES:

940-9435 - AUDITING SERVICE - \$71,600

Estimated cost for preparation of annual audit and professional services for fiscal year ending June 30, 2023.

940-9440 - TOWN SOLICITORS - \$135,160

Legal services required by the Town in the normal course of business:

Town Solicitor Peter Ruggiero (per contract effective 12/14/20)	\$83,160	Town Council, Planning, Zoning
Town Solicitor Robert E. Craven (per contract effective 12/14/20)	\$28,000	Probate, Prosecution
Asst. Solicitor Joseph Larisa (per contract effective 12/8/14)	<u>\$24,000</u>	Narragansett Indian Tribe
	\$135,160	

940-9445 - SPECIAL LEGAL SERVICES - \$30,000

Legal services rendered by the Solicitor or special counsel authorized on a case-by-case basis by the Town Council related to litigation.

940-9450 - MISCELLANEOUS LEGAL COSTS - \$30,000

Premiums for insurance coverage per Union and Municipal Management Agreements.

Labor Matters

Arbitration Costs

Transcriptions

Stenographers

RI Manager's Retainer of Labor Counsel

940-9475 - FINANCE/IT/ADMINISTRATION STUDY - \$0

Professional Service TOTAL REQUESTED BUDGET - \$266,760

SUPPLEMENTAL INFORMATION
FY2023 - 2024

950 - TOWN INSURANCE:

950-9550 - TOWN INSURANCE - \$367,867

Premiums for property, liability, and Worker's Compensation and Police Injured on Duty coverage. This also includes flood insurance for the two beach pavilions. Liability insurance maintained at \$5 million for budget year. Average deductible per occurrence is \$2,500.

Town Insurance TOTAL REQUESTED BUDGET - \$367,867

SUPPLEMENTAL INFORMATION
FY2023 - 2024

960 - COUNCIL CONTINGENCY:

960-9625 - TOWN COUNCIL CONTINGENCY - \$50,000

Funds set aside for emergencies and items not budgeted. Money expended with Town Council approval.

Council Contingency TOTAL REQUESTED BUDGET - \$50,000

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPEDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.990.9703.000	EXPENDITURE	Charlestown Beach Rd Engineering & Permitting	\$0	\$0	\$53,430	\$20,000	\$20,000	\$3,920	\$0	\$0	\$0	\$0	(\$20,000)	-100.00%
01.990.9707.000	EXPENDITURE	UAV - Light Detection & Ranging (LiDAR)	\$0	\$0	\$17,299	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9708.000	EXPENDITURE	UAV - Beach Shark Detection & Safety (2)	\$0	\$0	\$5,968	\$5,000	\$5,000	\$1,898	\$0	\$0	\$0	\$0	(\$5,000)	-100.00%
01.990.9710.000	EXPENDITURE	Parks & Rec - Pawaget Park Composting Toilet	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	0.00%
01.990.9711.000	EXPENDITURE	Parks & Rec - Ford Explorer (Replacement)	\$0	\$0	\$28,995	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9712.000	EXPENDITURE	Parks & Rec - Ford Hybrid	\$0	\$0	\$26,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9713.000	EXPENDITURE	Police - HVAC	\$0	\$0	\$24,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9714.000	EXPENDITURE	Police - Ferriz-Z Lawn Mower	\$0	\$0	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9715.000	EXPENDITURE	Police - 800 MHZ Radio System Upgrade	\$0	\$0	\$85,222	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9716.000	EXPENDITURE	Public Works Fuel Management System	\$0	\$0	\$11,798	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9717.000	EXPENDITURE	Public Works Portable Air Jacks	\$0	\$0	\$1,658	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9718.000	EXPENDITURE	Old Mill Road Reconstruction	\$0	\$0	\$1,800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9720.000	EXPENDITURE	Residential "Knox Box" Program	\$0	\$0	\$14,393	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9722.000	EXPENDITURE	Access Proximity Card Readers and Computer-Police	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	100.00%
01.990.9723.000	EXPENDITURE	Storage/Equipment Container - Parks & Rec	\$0	\$0	\$0	\$0	\$0	\$0	\$13,350	\$13,350	\$13,350	\$13,350	\$13,350	100.00%
01.990.9724.000	EXPENDITURE	Fingerprint Computer Terminal (COGENT LIVESCAN)	\$0	\$0	\$0	\$0	\$0	\$0	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	100.00%
01.990.9725.000	EXPENDITURE	Chain link backboard fence and scoreboard removal	\$0	\$0	\$0	\$0	\$0	\$0	\$5,158	\$5,158	\$0	\$0	\$0	0.00%
01.990.9824.000	EXPENDITURE	E-Permitting Software (Building Dept)	\$0	\$0	\$0	\$60,000	\$60,000	\$58,440	\$0	\$0	\$0	\$0	(\$60,000)	-100.00%
01.990.9825.000	EXPENDITURE	Computer Server & Network Replacement	\$0	\$0	\$0	\$100,000	\$100,000	\$83,713	\$0	\$0	\$0	\$0	(\$100,000)	-100.00%
01.990.9901.000	EXPENDITURE	Police Cruisers (2)	\$75,223	\$127,812	\$92,352	\$120,537	\$120,537	\$103,892	\$115,000	\$115,000	\$115,000	\$115,000	(\$5,537)	-4.59%
01.990.9902.000	EXPENDITURE	Police Admin Car	\$0	\$0	\$39,148	\$58,901	\$58,901	\$52,701	\$0	\$0	\$0	\$0	(\$58,901)	-100.00%
01.990.9904.000	EXPENDITURE	Police Bullet Proof Vests	\$18,051	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9906.000	EXPENDITURE	Police Computers & Mobile Data Terminals	\$11,917	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9910.000	EXPENDITURE	DPW Highway Sanders (2)	\$0	\$15,500	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9911.000	EXPENDITURE	DPW Pick - up Truck w/Dump & Plow	\$0	\$53,596	\$65,106	\$98,253	\$98,253	\$0	\$107,500	\$107,500	\$0	\$0	(\$98,253)	-100.00%
01.990.9916.000	EXPENDITURE	DPW Dump/Plow/Sander (1)	\$134,635	\$128,342	\$0	\$151,868	\$151,868	\$140,828	\$170,000	\$170,000	\$186,700	\$186,700	\$34,832	22.94%
01.990.9921.000	EXPENDITURE	Town Security System	\$47,436	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9926.000	EXPENDITURE	Animal Shelter Building Repairs	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9933.000	EXPENDITURE	DPW Open Top Container - CRCC	\$11,200	\$12,664	\$4,168	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9937.000	EXPENDITURE	DPW - Backhoe Loader	\$158,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9940.000	EXPENDITURE	Tennis Courts - Ninigret Park	\$0	\$124,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9942.000	EXPENDITURE	CRCC - Front End Loader	\$0	\$186,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9946.000	EXPENDITURE	GIS Aerial Drone & Thermal Camera	\$0	\$33,035	\$0	\$15,000	\$15,000	\$19,327	\$0	\$0	\$0	\$0	(\$15,000)	-100.00%
01.990.9954.000	EXPENDITURE	Charlestown Town Beach Parking Lot	\$115,720	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9955.000	EXPENDITURE	Phone system upgrade - Police	\$0	\$0	\$0	\$0	\$0	\$0	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000	100.00%
01.990.9960.000	EXPENDITURE	Ambulance	\$0	\$0	\$0	\$373,628	\$373,628	\$0	\$0	\$0	\$0	\$0	(\$373,628)	-100.00%
01.990.9961.000	EXPENDITURE	DPW Asphalt Resurfacing	\$90,969	\$109,037	\$0	\$177,255	\$177,255	\$0	\$177,255	\$177,255	\$177,255	\$177,255	\$0	0.00%
01.990.9966.000	EXPENDITURE	Renovation - Softball Field @ Wicklund	\$0	\$9,703	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9967.000	EXPENDITURE	CEMA Building - Exterior Paint	\$0	\$12,535	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9968.000	EXPENDITURE	Automated External Defibrillators	\$0	\$0	\$0	\$36,989	\$36,989	\$0	\$0	\$0	\$0	\$0	(\$36,989)	-100.00%
01.990.9726.000	EXPENDITURE	Basketball Courts Fencing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000	\$55,000	0.00%
01.990.9974.000	EXPENDITURE	Picnic Tables - Blue Shutters	\$0	\$0	\$0	\$0	\$0	\$0	\$8,875	\$8,875	\$0	\$0	\$0	0.00%
01.990.9991.000	EXPENDITURE	Town Vehicles	\$128,058	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.990.9992.000	EXPENDITURE	Police Station Communication Tower	\$164,264	\$18,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
			\$999,692	\$1,311,216	\$2,344,781	\$1,217,431	\$1,217,431	\$464,719	\$671,138	\$746,138	\$566,305	\$621,305	(\$596,126)	-48.97%

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FIVE YEAR CAPITAL PLAN FY2024-FY2028 WITH EXTENDED OUTLOOK

Department	Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029-2033	FY2034+
Ambulance	Ambulance							450,000
	Sub-total	-	-	-	-	-	-	450,000
Animal Control	Animal Shelter Building							96,650
	Exterior				2,500		2,500	5,000
	Roof							25,000
	HVAC							5,000
	Electrical							5,000
	Parking Lot Paving & Landscaping		25,000					25,000
	Kennel Storage Shed				5,000		3,500	5,000
	On Site Waste Water (Septic System)							50,000
	On Site Waste Water (Public Well)							25,000
	Ford Van							50,000
	Sub-total	-	25,000	-	7,500	-	6,000	291,650
Building Official	Vehicles (3)					115,000	-	40,000
	Equipment							
	Sub-total	-	-	-	-	115,000	-	40,000
Conservation Commission	South Farm Sheep Shed							25,100
	Wayfinding Signs		5,000	5,000	5,000	5,000	5,000	5,000
	Sub-total	-	5,000	5,000	5,000	5,000	5,000	30,100
Emergency Management	Ninigret Park Summer Office							33,619
	Exterior Painting						11,000	11,000
	Roof				15,000			15,000
	HVAC							2,500
	Electrical		5,000					2,500
	Parking Lot Paving & Landscaping (25 Park lane)				10,000			10,000
	On Site Waste Water (Septic System)						25,000	
	On Site Waste Water (Public Well)							25,000
	2012 Ford Expedition Replacement		47,000					47,000
	1993 Humvee or 4X4 Pickup Trcuk				50,000			
	2009 Haulmark Trailer		6,000					6,000
	Police Station EOC Furniture Replacement (table and chairs)							25,000
	Tesla Power Wall Battery (EOC and Summer Office)			20,000				20,000
	Sub-total	-	58,000	20,000	75,000	-	36,000	197,619

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FIVE YEAR CAPITAL PLAN FY2024-FY2028 WITH EXTENDED OUTLOOK

Department	Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029-2033	FY2034+
Environmental Resiliency & Adaptation	Risk Assessment				30,000		30,000	30,000
	Buildings:							
	Design/Engineering		25,000	25,000	25,000	25,000	25,000	25,000
	Construction		100,000	100,000	100,000	100,000	100,000	100,000
	Infrastructure:							
	Design/Engineering-Drainage		50,000	50,000	50,000	50,000	50,000	50,000
	Design/Engineering-Charlestown Beach Road		25,000	25,000	25,000	25,000	25,000	25,000
	Construction		100,000	100,000	100,000	100,000	100,000	100,000
	Maintenance:							
	Damaged Tree Removal		50,000	50,000	50,000	50,000	50,000	50,000
	Sub-total	-	350,000	350,000	380,000	350,000	380,000	380,000
Geographic Information Service	2017 Ford Interceptor						30,000	
	2016 Carolina Skiff							30,000
	2016 Boat Trailer							2,500
	Wide Format Scanner							
	Trimble RTK-GPS							
	Unmanned Aerial Vehicle (UAV) & Thermal Camera				34,000			
	Unmanned Aerial Vehicle (UAV) - Photogrammetry Camera							
	Sub-total	-	-	-	34,000	-	30,000	32,500
Harbor Master/Coastal Ponds	Town Dock Improvements			6,000		30,000		75,000
	Boat Replacement		100,000				100,000	
	Harbormaster Pickup Truck					60,000		
	Boat/Equipment Garage			150,000				
	Radio Replacements		25,000					
	Harbormaster Computers and Laptops Replacement			20,000				30,000
	Harbormaster Office Furniture			5,000				
	Boat Trailers		15,000		10,000			20,000
	Sub-total	-	140,000	181,000	10,000	90,000	-	75,000
Parks and Recreation	Blue Shutters Town Beach Maintenance and Repairs		10,000	10,000	10,000	10,000	10,000	10,000/yr
	Ninigret Park - Basketball Fencing	55,000						
	Columbia Heights Playground Equipment		19,202					
	Wicklund Park-Baseball Backstop Removal		10,000					
	Vehicle Replacement		34,000					
	Storage Equipment	13,350						
	Pawaget Park Composting Toilets		75,000					
	Sub-total	68,350	148,202	10,000	10,000	10,000	10,000	

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FIVE YEAR CAPITAL PLAN FY2024-FY2028 WITH EXTENDED OUTLOOK

Department		Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029-2033	FY2034+
Police		Police Cruisers	115,000	170,000	130,000	180,000	150,000	700,000	170,000 /yr
		Administrative Vehicle			55,000		60,000	150,000	50,000/yr
		Police Station Parking Lot Resurface					100,000		
		Fuel Management Pedestal						100,000	
		Police Station Furnaces				75,000			
		HVAC Air Handler Units (AHUs)					200,000		100,000
		HVAC AC Units				120,000			
		Police - Equipment	46,000						
		Police Phone System Upgrade	28,000						
		Police Station Exterior Paint		50,000					70,000
		Police Station Officer Furniture				50,000			
		Police Station Water Treatment System		20,000					
		Police Station Roof Shingles				50,000			
		Sub-total	189,000	240,000	185,000	475,000	510,000	950,000	
Public Works		Front End Loader - CRCC					170,000		
		Trucks with Dump/Plow/Power Controls	186,700	192,300	198,100	204,100	210,200		
		Open Top Container - CRCC			15,000				
		Heavy Duty Pick-up (4 whl drive, dump with plow)		104,000			116,500		
		Highway Sander				16,000			
		Asphalt Resurfacing	177,255	182,255	187,755	193,355	199,155	800,000	200,000/yr
		Toyota Pick Up Truck		46,350					
		Sub-total	363,955	524,905	400,855	413,455	695,855	800,000	
Senior Center		Stove & Dishwasher - Senior Center			15,000				
		Parking Lot Paving & Landscaping			40,000			60,000	60,000
		Automatic Floor Scrubber		2,600					
		Sub-total	-	2,600	55,000	-	-	60,000	
Tax Assessor									
		Sub-total	-	-	-	-	-	-	
Town Hall		Exterior			50,000			30,000	
		Parking Lot Paving					50,000		
		Interior				50,000		50,000	
		Sub-total	-	-	50,000	50,000	50,000	80,000	
Wastewater Management		Denitrification Septic System Prototype ("layer cake")		125,000					
		Sub-total	-	125,000	-	-	-	-	-
		Grand Total	621,305	1,593,707	1,256,855	1,452,455	1,825,855	2,357,000	1,496,869

TOWN OF CHARLESTOWN
Fiscal Year 2023-2024
EXPEDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved	FY2023 Amended Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
01.995.8931.000	EXPENDITURE	Transfer to GIS Project Revenue (51)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.995.9557.000	EXPENDITURE	Transfer to COVID (47)	\$0	\$0	\$0	\$0	\$0	\$0	\$49,903	\$49,903	\$49,903	\$49,903	\$49,903	0.00%
01.995.9716.000	EXPENDITURE	Transfer to DPW Fuel Management System (73)	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000	\$120,000	\$0	\$0	\$0	0.00%
01.995.9624.000	EXPENDITURE	Transfer to Police Station Communication Tower (69)	\$0	\$31,380	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.995.9625.000	EXPENDITURE	Transfer to Ninigret Golf Course (65)	\$0	\$0	\$2,500	\$0	\$0	\$0	\$29,595	\$0	\$0	\$0	\$0	0.00%
01.995.9630.000	EXPENDITURE	Transfer to Denitrification Septic System Prototype (61)	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.995.9915.000	EXPENDITURE	Transfer to Revaluation Fund (21)	\$65,000	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$65,000	\$65,000	\$50,000	\$50,000	\$0	0.00%
01.995.9916.000	EXPENDITURE	Transfer to Police Pension (ERS)	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.995.9919.000	EXPENDITURE	Transfer to Open Space Bond Fund (72)	\$0	\$343,961	\$0	\$0	\$0	\$0	\$350,000	\$300,000	\$300,000	\$250,000	\$250,000	0.00%
01.995.9920.000	EXPENDITURE	Transfer to Environmental Resilience & Adaptation (48)	\$0	\$0	\$0	\$15,000	\$15,000	\$0	\$0	\$15,000	\$15,000	\$15,000	\$0	0.00%
01.995.9926.000	EXPENDITURE	Transfer to Web Based GIS (84)	\$2,000.00	\$0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.995.9982.000	EXPENDITURE	Transfer to IT Capital Project (86)	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,115	\$40,115	0.00%
01.995.9934.000	EXPENDITURE	Transfer to Tree Removal (38) (moved to DPW Budget FY22)	\$35,000.00	\$50,000.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.995.9945.000	EXPENDITURE	Transfer to Affordable Housing Fund (44)	\$5,736.37	\$0.00	\$0	\$53,173	\$53,173	\$53,173	\$0	\$200,000	\$200,000	\$200,000	\$146,827	276.13%
01.995.9947.000	EXPENDITURE	Transfer to Comprehensive Planning Fund (23)	\$0	\$0	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$15,000	\$36,000	\$36,000	\$6,000	20.00%
01.995.9958.000	EXPENDITURE	Transfer to Wastewater Testing (36)	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.995.9960.000	EXPENDITURE	Transfer to CRCC Enterprise (05)	\$25,000	\$16,410	\$19,446	\$14,301	\$14,301	\$14,301	\$31,023	\$31,023	\$31,023	\$31,023	\$16,722	116.93%
01.995.9965.000	EXPENDITURE	Transfer to Employee Severance Benefit (22)	\$150,000	\$50,000	\$0	\$150,000	\$150,000	\$150,000	\$250,000	\$250,000	\$150,000	\$150,000	\$0	0.00%
01.995.9985.000	EXPENDITURE	Transfer to Pond & Beach Preservation (80)	\$250,000	\$325,000	\$0	\$350,000	\$350,000	\$350,000	\$350,000	\$300,000	\$350,000	\$275,000	(\$75,000)	-21.43%
01.995.9990.000	EXPENDITURE	Transfer to Health Care Rsv Fund (OPEB's)	\$250,000	\$325,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.995.9993.000	EXPENDITURE	Transfer to Legal Reserve (55)	\$15,200	\$124,651	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.995.9997.000	EXPENDITURE	Transfer to Landfill Monitoring (40)	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
01.995.9999.000	EXPENDITURE	Transfer to Town Capital Maintenance Fund (75)	\$257,520	\$150,000	\$0	\$175,000	\$175,000	\$175,000	\$195,000	\$185,000	\$175,000	\$175,000	\$0	0.00%
			\$1,090,456	\$2,741,402	\$21,946	\$837,474	\$837,474	\$822,474	\$1,470,521	\$1,530,926	\$1,356,926	\$1,272,041	\$434,567	51.89%
		Total Expenditures	\$26,672,888	\$29,519,252	\$28,269,633	\$28,939,953	\$28,932,134	\$12,335,515	\$30,220,349	\$30,296,582	\$29,759,157	\$29,759,157	\$827,023	2.86%

SUPPLEMENTAL INFORMATION
FY2023 - 2024

995 – TRANSFEERS OUT:

995-9557 - Transfer to COVID Fund (47) - \$49,903

This amount to cover a deficit occurred from FEMA non-reimbursed expenses related to COVID-19.

995-9915 -Transfer to Revaluation Fund (21) - \$ 50,000:

To continue to set aside funds that will be needed to complete future Full and Statistical Revaluations in 2025, 2028, and 2031.

Historical Revaluation Contract Costs:

	<u>Contract Cost</u>	+	<u>Internal Materials Costs</u>	=	<u>Total Reval Cost</u>	<u>Parcel Count +/-</u>	<u>Cost /Parcel</u>
2022 Full Town-wide Revaluation Project	\$264,500.00		\$2,000.00		\$266,500.00	6,400	\$41.64
(Contract awarded on 12/13/2021 - project details may change slightly to a cost not to exceed \$280,000, per Town Council approval.)							
2019 Statistical Revaluation	\$80,000 + *		\$2,000.00		\$82,000 + *	6,400	\$12.81 + *
(* Reval Contract was priced with Assessor's office completeing data entry and Informal Hearing - but Hearings will be re-directed to Contractor)							
2016 Statistical Revaluation	\$143,682.00		\$1,000.00		\$144,682.00	6,400	\$22.61
(NOTE: Assessor's Office assisted with limited data input + Pictometry oblique included)							
2013 Full Town-wide Revaluation	\$275,000.00		\$8,000.00		\$283,000.00	6,400	\$44.22
(NOTE: Assessor's Office assisted with limited data input + Pictometry oblique included)							
2010 Statistical Revaluation	\$99,200.00		\$500.00		\$99,700.00	6,400	\$15.58
(NOTE: Assessor's Office assisted with data input)							
2007 Statistical Revaluation	\$130,600.00		\$1,000.00		\$131,600.00	6,400	\$20.56
(NOTE: Assessor's Office had added employees from Vision Appraisal to assist with some data input)							

*The current Rhode Island General Law requires tri-annual revaluations.

SUPPLEMENTAL INFORMATION
FY2023 - 2024

TRANSFEERS OUT (cont'd):

995-9919 - Transfer to Open Space Bond Fund (72) - \$250,000

There were four properties purchased in FY17, 18, 19 and FY22 for the total of \$1,043,961. In FY21 the purchase of Sprague Property was funded by the General Fund through Budget Approved Transfer of \$343,961. The remaining balance represents this fund deficit and can be funded either by the General Fund or bond issuance. The proposed funding will cover 50% of the fund deficit.

995-9620 - Transfer to Environmental Resilience & Adaptation (48) - \$15,000

995-9645 - Transfer to Affordable Housing Fund (44) - \$200,000

995-9947 - Transfer to Comprehensive Planning Fund (23) - \$36,000

The town adopted a Comprehensive Plan. Such transfer would support project listed on the town's comprehensive plan.

995-9960 - CRCC SUBSIDY Fund (05) - \$31,023

Transfer to offset operating expenditures and capital improvements at the collection center. There is an increase from prior years due to correction and proper allocation of depreciation expense to this fund.

995-9965 - EMPLOYEE SEVERANCE BENEFIT FUND (22) - \$150,000

Funds set-aside in a non-lapsing, non-transferable reserve account to be utilized when employees retire to offset costs of accumulated vacation, sick, and personal time per recommendation of auditors. \$100,000 increase from prior year budget. Fund balance as of 12/31/2023 is \$1,001,325. Total liability for compensated absences on 6/30/2022 was \$1,537,209.

995-9985 - Transfer to Pond & Beach Preservation (80) - \$275,000

Funds to support projects that will improve the water quality of the three coastal salt ponds. Fund balance at 07/01/22 was \$1.15M. In FY23 the dredging project was done: the cost was approximately \$2.4M and the reimbursement by Coastal Resource Management Council (CRMC) was approximately \$1.9M. This funding is to continue with the maintenance of Quonochontaug and Ninigret breachways.

995-9999 - TOWN CAPITAL MAINTENANCE FUND (75) - \$175,000

Funds for town-wide capital maintenance, projects, and renovations. The increase is for ergonomic program upgrades within an organization recommended by the town insurance, RI Interlocal Trust Risk Management.

Transfers Out TOTAL REQUESTED BUDGET - \$1,272,041

TOWN OF CHARLESTOWN

Fiscal Year 2023 - 2024

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved Budget	FY2023 Adjusted Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
05.000.3520.000	REVENUE	Interest Income	\$266	\$1,958	\$469	\$0	\$0	\$168	\$225	\$225	\$225	\$225	\$225	100%
05.000.3530.000	REVENUE	Bag Tag Revenue	\$70,010	\$76,275	\$79,511	\$73,500	\$73,500	\$40,104	\$80,000	\$80,000	\$80,000	\$80,000	\$6,500	9%
05.000.3540.000	REVENUE	General CRCC Revenue	\$98,474	\$107,837	\$103,356	\$103,000	\$103,000	\$57,787	\$110,000	\$110,000	\$110,000	\$110,000	\$7,000	7%
05.000.3543.000	REVENUE	Recyclable Revenue	\$5,259	\$9,432	\$11,781	\$6,700	\$6,700	\$2,486	\$6,700	\$6,700	\$6,700	\$6,700	\$0	0%
05.000.3550.000	REVENUE	Unclassified Revenue	\$25	\$197	\$5,950	\$150	\$150	\$0	\$150	\$150	\$150	\$150	\$0	0%
05.000.3560.000	REVENUE	General Fund Subsidy	\$25,000	\$16,410	\$19,446	\$14,301	\$14,301	\$14,301	\$31,023	\$31,023	\$31,023	\$31,023	\$16,722	117%
05.000.3565.000	REVENUE	CRCC Stickers	\$36,900	\$39,020	\$38,360	\$39,560	\$39,560	\$9,385	\$46,656	\$46,656	\$46,656	\$46,656	\$7,096	18%
			\$235,934	\$251,130	\$258,873	\$237,211	\$237,211	\$124,231	\$274,754	\$274,754	\$274,754	\$274,754	\$37,543	16%

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved Budget	FY2023 Adjusted Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
05.000.4985.000	EXPENDITURE	Bank Charges	\$0	\$634	(\$346)	\$0	\$0	(\$307)	\$0	\$0	\$0	\$0	\$0	0%
05.000.5010.000	EXPENDITURE	CRCC Wages	\$59,717	\$69,265	\$69,339	\$71,707	\$71,707	\$31,536	\$75,213	\$75,213	\$75,213	\$75,213	\$3,506	5%
05.000.5010.004	EXPENDITURE	CRCC Longevity Wages	\$2,801	\$2,899	\$3,022	\$3,115	\$3,115	\$1,414	\$4,331	\$4,331	\$4,331	\$4,331	\$1,216	39%
05.000.5015.000	EXPENDITURE	CRCC Seasonal Wages	\$12,024	\$2,713	\$4,928	\$15,360	\$15,360	\$9,869	\$16,128	\$16,128	\$16,128	\$16,128	\$768	5%
05.000.5025.000	EXPENDITURE	CRCC Overtime Wages	\$2,215	\$4,527	\$5,902	\$4,500	\$4,500	\$1,150	\$4,500	\$4,500	\$4,500	\$4,500	\$0	0%
05.000.6020.000	EXPENDITURE	Operating Supplies	\$2,620	\$1,259	\$1,218	\$2,000	\$2,000	\$729	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0%
05.000.6040.000	EXPENDITURE	Maintenance & Repairs	\$11,192	\$15,829	\$8,501	\$7,500	\$7,500	\$5,737	\$7,500	\$7,500	\$7,500	\$7,500	\$0	0%
05.000.6045.000	EXPENDITURE	Uniforms, Boots, Safety Items	\$857.31	\$892.51	\$887.00	\$1,500	\$1,500	\$652	\$1,700	\$1,700	\$1,700	\$1,700	\$200	13%
05.000.6046.000	EXPENDITURE	Utilities	\$12,383	\$11,982	\$19,229	\$15,000	\$15,000	\$4,601	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0%
05.000.6050.000	EXPENDITURE	CRCC Licensing	\$3,800	\$4,200	\$3,200	\$4,200	\$4,200	\$0	\$4,200	\$4,200	\$4,200	\$4,200	\$0	0%
05.000.6055.000	EXPENDITURE	Waste Management	\$49,396	\$52,560	\$50,260	\$53,000	\$53,000	\$31,888	\$56,000	\$56,000	\$56,000	\$56,000	\$3,000	6%
05.000.6060.000	EXPENDITURE	Waste Management Recycle	\$22,261	\$24,610	\$22,457	\$25,000	\$25,000	\$5,004	\$25,000	\$25,000	\$25,000	\$25,000	\$0	0%
05.000.6075.000	EXPENDITURE	Tools & Equipment	\$0	\$0	\$250	\$1,010	\$1,010	\$262	\$1,010	\$1,010	\$1,010	\$1,010	\$0	0%
05.000.9205.000	EXPENDITURE	FICA Tax	\$5,667	\$5,958	\$5,980	\$7,243	\$7,243	\$2,614	\$7,619	\$7,619	\$7,619	\$7,619	\$376	5%
05.000.9210.000	EXPENDITURE	Health Insurance	\$15,679	\$18,225	\$16,409	\$15,120	\$15,120	\$10,769	\$18,378	\$18,378	\$18,378	\$18,378	\$3,258	22%
05.000.9215.000	EXPENDITURE	Dental Insurance	\$1,254	\$1,215	\$3,224	\$945	\$945	\$655	\$1,424	\$1,424	\$1,424	\$1,424	\$479	51%
05.000.9220.000	EXPENDITURE	Life Insurance	\$348	\$319	\$382	\$350	\$350	\$151	\$390	\$390	\$390	\$390	\$40	11%
05.000.9225.000	EXPENDITURE	Employer Pension Contribution	\$5,237	\$5,055	\$5,859	\$4,908	\$4,908	\$2,208	\$6,770	\$6,770	\$6,770	\$6,770	\$1,862	38%
05.000.9952.000	EXPENDITURE	Roll Off Container 5YR LP	\$0	\$0	\$0	\$1,930	\$1,930	\$0	\$1,930	\$1,930	\$1,930	\$1,930	\$0	0%
05.000.9996.000	EXPENDITURE	Workers Comp Insurance	\$3,042	\$3,011	\$2,593	\$2,823	\$2,823	\$0	\$3,420	\$3,420	\$3,420	\$3,420	\$597	21%
05.000.9999.000	EXPENDITURE	Depreciation	\$0	\$0	\$22,241	\$0	\$0	\$0	\$22,241	\$22,241	\$22,241	\$22,241	\$22,241	100%
			\$210,492	\$225,150	\$245,535	\$237,211	\$237,211	\$108,932	\$274,754	\$274,754	\$274,754	\$274,754	\$37,543	16%

SUPPLEMENTAL INFORMATION
FY2023-2024

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC):

REVENUES:

3520 - INTEREST INCOME - \$225

Interest income earned on average daily checking and investment account balances.

3530 - BAG TAG REVENUE - \$80,000

Revenue derived from the sale of bags tags estimated at 22,000 bag tags at \$3.60 each.

3540 - GENERAL CRCC REVENUE - \$110,000

Income realized from the disposal of white goods and demolition materials at the CRCC.

3543 - CRCC RECYCLABLE REVENUE - \$6,700

Income realized from recyclable material deposited at the CRCC.

3553 - UNCLASSIFIED REVENUE - \$150

Miscellaneous revenues.

3560 - GENERAL FUND SUBSIDY - \$31,023

Subsidy from the General Fund used to offset the costs of recycling and general operations. Any net income earned in this enterprise fund is specifically targeted to reduce the existing debt originated from net losses incurred in prior years.

3565 - CRCC PERMITS - \$46,656

Revenue derived from the sale of annual CRCC entry stickers estimated at 2,160 (number sold from Dec 21-Dec 22) stickers at \$20.00 each.

CRCC TOTAL REQUESTED REVENUE BUDGET - \$274,754

SUPPLEMENTAL INFORMATION
FY2023-2024

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC) (cont'd):

EXPENDITURES:

5010 - WAGES - \$79,544

Wage rates and longevity amounts are based on the anticipated Teamsters Local 251 Collective Bargaining Agreement. Wages are currently provided for 4 days of CRCC operation: Monday, Thursday, Friday, and Saturday.

	2023-2024		
	Wage	Longevity Amount	Longevity Years
Landfill Foreman (50% B&G, 50% CRCC)	32,676	3,268	
			\$ 35,944
Landfill Laborer (20% B&G, 80% CRCC)	42,537	1,063	
			43,600
	75,213	4,331	\$ 79,544

5015 - SEASONAL WAGES - \$16,128

Seasonal full-time employee (32 hours) at \$21.00/hour for 24 weeks.

5025 - OVERTIME WAGES - \$4,500

Provides vacation and sick time replacements at the contracted wage scale for present CRCC employees.

SUPPLEMENTAL INFORMATION
FY2023-2024

CRCC EXPENDITURES (cont'd):

6020 - OPERATING SUPPLIES - \$2,000

Fuel, lubricating oil, grease, etc.

6040 - MAINTENANCE & REPAIRS - \$7,500

Funds to repair and maintain compactors, loader, fuel pumps, general repairs, miscellaneous tools, and annual scale calibration.

6045 - UNIFORMS, BOOTS & SAFETY ITEMS - \$1,700

Uniforms, boots, and other supplies for employees per their labor contract.

6046 - UTILITIES - \$15,000

Telephone, heat, and lights for the CRCC.

6050 - CRCC LICENSING - \$4,200

This account provides funds for the Licensing renewal of the transfer station/collection station and for the Leaf and Yard Waste Composting Facility License renewal. Renewals are due every 3 years (due June 2024). This account also provides funds for annual Compost Sampling at CRCC as required by RIDEM.

6055 - WASTE MANAGEMENT - \$56,000

Cost to haul and dispose of municipal waste at the RIRRC landfill in Johnston, RI. The 2024 contracted haul cost is \$190/haul, plus \$58.50/ton disposal fee for FY24.

6060 - WASTE MANAGEMENT RECYCLING - \$25,000

Cost to haul recyclables to Johnston, RI estimated at 100 hauls at \$190 per haul for FY 24. Disposal of recyclables is presently available at no cost per RIRRC contract.

6075 - TOOLS & EQUIPMENT - \$1,010

Small miscellaneous tools needed for CRCC operations.

SUPPLEMENTAL INFORMATION
FY2023-2024

CRCC EXPENDITURES (cont'd):

9205 - FICA TAX - \$7,619

7.65% of proposed payroll.

9210 - HEALTH INSURANCE - \$18,378

50% of premiums for Foreman and 80% of premiums for Operator.

9215 - DENTAL INSURANCE - \$1,424

50% of premiums for Foreman and 80% of premiums for Operator.

9220 - LIFE INSURANCE - \$390

50% of premium for Foreman and 80% of premium for Operator.

9225 - EMPLOYEE RETIREMENT - \$6,770

50% of ER contribution for Foreman and 80% of ER contribution for Operator.

9952 - ROLL-OFF CONTAINER (capital improvement) - \$1,930

Cost to lease purchase a 50 cubic yard roll-off container used to store and haul waste. Total estimated lease expense is \$7,325 (\$6.6k principal plus \$700 interest) over 5 years.

9996 - WORKERS COMPENSATION INSURANCE - \$3,420

Calculated at 4.33% of wages.

9997 - DEPRECIATION - \$22,241

Based fixed asset database projection for depreciation.

CRCC TOTAL REQUESTED EXPENDITURE BUDGET - \$271,754

TOWN OF CHARLESTOWN

Fiscal Year 2023 - 2024

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved Budget	FY2023 Adjusted Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
06.000.3525.000	REVENUE	Mooring Waiting List Application Fee	\$1,000	\$900	\$750	\$0	\$0	\$125	\$0	\$0	\$0	\$0	\$0	0%
06.000.3535.000	REVENUE	Mooring Revenue	\$59,318	\$55,970	\$57,445	\$59,665	\$59,665	\$270	\$60,000	\$60,000	\$60,000	\$60,000	\$335	1%
06.000.3536.000	REVENUE	Interest Income	\$122	\$883	\$184	\$200	\$200	\$116	\$200	\$200	\$200	\$200	\$0	0%
06.000.3550.000	REVENUE	Miscellaneous Revenue	\$80	\$950	\$960	\$0	\$0	\$25	\$0	\$0	\$0	\$0	\$0	0%
06.000.3555.000	REVENUE	Retained Earnings Transfer	\$0	\$0	\$0	\$16,336	\$16,336	\$0	\$22,041	\$22,041	\$22,041	\$22,041	\$5,705	35%
			\$60,520	\$58,703	\$59,339	\$76,201	\$76,201	\$536	\$82,241	\$82,241	\$82,241	\$82,241	\$6,040	8%

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Audited	FY2023 Approved Budget	FY2023 Adjusted Budget	FY2023 Actual as of Dec 31, 2022	FY2024 Dept. Request	FY2024 Town Administrator	FY2024 Budget Commission	FY2024 Town Council	\$ Increase Over PY	% Increase of PY
06.000.4950.000	EXPENDITURE	Harbor Computer Maintenance	\$0	\$0	\$0	\$2,000	\$2,000	\$2,594	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0%
06.000.5015.000	EXPENDITURE	Harbor Master Wages	\$22,880	\$29,479	\$23,594	\$38,050	\$38,050	\$12,677	\$39,192	\$39,192	\$39,192	\$39,192	\$1,142	3%
06.000.5025.000	EXPENDITURE	Harbor Master Overtime Wages	\$579	\$740	\$324	\$2,412	\$2,412	\$0	\$1,000	\$1,000	\$1,000	\$1,000	(\$1,412)	-59%
06.000.6015.000	EXPENDITURE	Dues & Subscriptions	\$0	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100	\$0	0%
06.000.6020.000	EXPENDITURE	Operating Supplies	\$4,953	\$3,606	\$2,843	\$2,900	\$2,900	\$1,208	\$2,900	\$2,900	\$2,900	\$2,900	\$0	0%
06.000.6030.000	EXPENDITURE	Mooring Software fee	\$2,958	\$2,736	\$2,736	\$2,604	\$2,604	\$84	\$3,334	\$3,334	\$3,334	\$3,334	\$730	28%
06.000.6035.000	EXPENDITURE	Fuel & Oil	\$1,800	\$2,516	\$1,268	\$3,000	\$3,000	\$1,268	\$4,300	\$4,300	\$4,300	\$4,300	\$1,300	43%
06.000.6040.000	EXPENDITURE	Maintenance & Repairs	\$6,677	\$2,021	\$6,569	\$3,200	\$3,200	\$2,428	\$3,200	\$3,200	\$3,200	\$3,200	\$0	0%
06.000.6050.000	EXPENDITURE	Professional Development	\$0	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100	\$0	0%
06.000.6075.000	EXPENDITURE	Tools & Equipment	\$1,993	\$5,218	\$1,072	\$2,800	\$2,800	\$1,932	\$2,900	\$2,900	\$2,900	\$2,900	\$100	4%
06.000.6091.000	EXPENDITURE	Public Education & Outreach	\$0	\$0	\$0	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0%
06.000.6120.000	EXPENDITURE	Vehicle Maintenance/Repairs	\$3,968	\$1,532	\$0	\$2,000	\$620	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$1,380	223%
06.000.6130.000	EXPENDITURE	Navigational Aids	\$2,310	\$2,279	\$859	\$2,500	\$2,500	\$1,617	\$4,200	\$4,200	\$4,200	\$4,200	\$1,700	68%
06.000.6140.000	EXPENDITURE	Mooring Installation & Removal	\$0	\$36	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
06.000.6170.000	EXPENDITURE	Maintenance of Town Dock	\$0	\$0	\$0	\$3,500	\$4,880	\$4,880	\$5,000	\$5,000	\$5,000	\$5,000	\$120	2%
06.000.9205.000	EXPENDITURE	FICA Tax	\$1,795	\$2,342	\$2,994	\$3,095	\$3,095	\$1,337	\$3,075	\$3,075	\$3,075	\$3,075	(\$20)	-1%
06.000.9996.000	EXPENDITURE	Worker's Compensation Ins	\$1,304	\$1,500	\$454	\$1,500	\$1,500	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$1,000	67%
06.000.9999.000	EXPENDITURE	Depreciation Expense	\$5,439	\$5,439	\$5,440	\$5,440	\$5,440	\$0	\$5,440	\$5,440	\$5,440	\$5,440	\$0	0%
			\$56,658	\$59,444	\$48,153	\$76,201	\$76,201	\$30,025	\$82,241	\$82,241	\$82,241	\$82,241	\$6,040	8%
		NET	\$3,862	-\$741	\$11,186	\$0	\$0	-\$29,489	\$0	\$0	\$0	\$0	\$0	0%

SUPPLEMENTAL INFORMATION
FY 2023-2024

HARBOR MASTER/COASTAL PONDS

REVENUES:

3525 - Mooring List Application Fee - 0\$

This revenue line accounts for fees paid to be added to the waiting list, at this time, for budgeting purposes \$0 is used.

3535 - MOORING PERMIT REVENUE - \$60,000

Private Recreational Mooring Permits

Number of Permits	270
Fee	\$135
Total	\$ 36,450

Waterfront Recreational Mooring Permits

Number of Permits	119
Fee	\$160
Total	\$ 19,040

Commercial Mooring Permits

Number of Permits	7
Fee	\$260
Total	\$ 1,820

Association Mooring Permits

Number of Permits	14
Fee	\$135
Total	\$ 1,890

Temporary Mooring Permits

Number of Permits	16
Fee	\$50
Total	\$ 800

SUPPLEMENTAL INFORMATION
FY 2023-2024

3536 - INTEREST INCOME - \$200

Interest income earned on average daily checking and investment account balances.

3555 - RETAINED EARNINGS TRANSFER - \$ 22,041

Transfer from General Fund to offset operating expenditures of the Harbor Department

HARBOR MASTER TOTAL REQUESTED REVENUE BUDGET - \$ 82,241

SUPPLEMENTAL INFORMATION
FY 2023-2024

EXPENDITURES:

4950 - COMPUTER MAINTENANCE - \$2,000

Equipment, software, and repairs for Harbor Department desktop, laptop, and patrol vessel mobile data terminals (MDT's).

5015 – HARBORMASTER WAGES - \$39,192

Wage rate for one (1) Harbormaster and up to four (4) part-time Assistant Harbormaster(s) positions. The Harbormaster and Assistant Harbormaster is a year-round position; however, the Assistant Harbormasters are mainly utilized on a seasonal basis. Projected rates of pay include a 3% anticipated increase in FY24.

Harbormaster		Asst. Harbormaster	
July 1 – June 30		July 1 – June 30	
Rate	\$25.75	Rate	\$21.63
Hours	850	Hours	800
Wages	\$21,888	Wages	\$17,304
Total Wages: \$39,192			

5025 - HARBORMASTER OVERTIME WAGES - \$1,000

Overtime and Holiday Wages for Harbor personnel at one and one-half (1 ½) times base hourly rate at a maximum of eight (8) hours for Memorial Day, Independence Day, and Labor Day. Overtime rate is utilized only when the employee exceeds 40 hours total in the pay week that includes the holiday.

6015 - DUES AND SUBSCRIPTIONS - \$100

State Harbormaster Association membership dues.

Harbor Master Association Membership	\$65
Other Subscriptions and Memberships	<u>\$35</u>
Total Dues and Subscriptions	\$100

SUPPLEMENTAL INFORMATION
FY 2023-2024

HARBOR MASTER EXPENDITURES (cont'd):

6020 - OPERATING SUPPLIES - \$2,900

Harbor department normal operating expenses to include office and mooring permit supplies, postage, and department wireless cellular/data plans.

Office Supplies			
Envelopes	\$150	Mooring Permit Stickers	\$100
Postage	\$250	Misc. Office Supplies	\$200
Printing Supplies	\$400		
Office Supplies Total			\$1,100
Verizon (Jan-Dec) \$150 x 12			<u>\$1,800</u>
Total Operating Supplies			\$2,900

6030 - MOORING SOFTWARE FEE - \$3,334*

Online Mooring Service processing fee of six (6) dollars per processed new and renewal mooring permit applications on all mooring permit types.

Recreational / Waterfront / Comercial Mooring Permits	396
Associations/Temporary Permits	<u>30</u>
Total permits/applications	426

*Approximate total:	\$2,334
Full technical support from Online Mooring	\$1,000

**Quote from Vendor*

SUPPLEMENTAL INFORMATION
FY 2023-2024

HARBOR MASTER EXPENDITURES (cont'd):

6035 - FUEL AND OIL - \$4,300

Fuel and two-stroke oil needed for patrol vessels, and fuel for Harbor Department vehicle from police department fleet fuel pump. Increase over prior cost of fuel estimated at \$5.00 per Ocean House Marina.

		Price Per		
	Gallons	Gallon		Cost
		(Projected)		
Boats	\$ 500.00	\$	5.00	\$ 2,500.00
Vehicle	\$ 400.00	\$	4.00	\$ 1,600.00
			Subtotal	\$ 4,100.00
2 Stroke Oil	\$ 5.00	\$	40.00	Subtotal \$ 200.00
			Total	\$ 4,300.00

6040 - MAINTENANCE AND REPAIRS - \$3,200

Seasonal maintenance and repairs to Harbor department patrol vessels. Includes spring commissioning for season, winterizing for storage in off season, and required maintenance and repairs to maintain in-service status.

6050 - PROFESSIONAL DEVELOPMENT - \$100

Training and seminars.

6075 - TOOLS AND EQUIPMENT - \$2,900

Tools for completing harbor related mooring duties, navigation safety markings, and vessel maintenance and repairs. Addition, replacement, or sustainment of patrol vessel safety equipment and electronic navigation equipment as required. Addition, replacement, or sustainment of computer equipment. Uniform allowance limited to uniform shirts, hats, and shorts.

6091 - PUBLIC EDUCATION AND OUTREACH - \$1,000

Public boating safety education and outreach via social media, publications, and seminars.

SUPPLEMENTAL INFORMATION
FY 2023-2024

HARBOR MASTER EXPENDITURES (cont'd):

6120 - VEHICLE MAINTENANCE AND REPAIRS - \$2,000

Maintenance and repairs to Harbor Department pickup as required.

6130 - NAVIGATIONAL AIDS - \$4,200

Addition, replacement, and sustainment of navigational buoys and hardware for marking of the Charlestown and Quononchontaug breachways channels identifying the recommended navigational routes in and out of the ponds when entering and exiting the through the breachways. Navigational and regulatory buoys within Ninigret and Quonochontaug Ponds marking potential hazards to navigation and speed controlled no-wake zones. Hardware includes an anchor, chain, and shackles for securing buoys in a fixed location.

6140 - HARBOR MANAGEMENT PLAN REVIEW - \$0

Review, changes/amendments, and public notice advertisement costs associated with the towns approved Harbor Management Plan.

6170 - TOWN DOCK MAINTENANCE - \$5,000

Maintenance and repairs to Town dock and repair stairs/decking.

9025 - FICA TAX - \$3,075

Harbormaster Wages \$39,192.00

Harbormaster Overtime Wages \$ 1,000.00

 Total Wages \$40,192.00

 FICA Tax 7.65% \$ 3,075.00

9996 - WORKERS COMPENSATION INSURANCE - \$2,500

9999 - DEPRECIATION - \$5,440

Based fixed asset database projection for depreciation. Year ten (10) of projected ten (10) year depreciation of 20' Pioneer Harbor Patrol Vessel, motor, and trailer.

HARBOR MASTER TOTAL REQUESTED EXPENDITURE BUDGET - \$82,241